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**Pantry Services Intern**

**St. Joseph Center**

St. Joseph Center’s mission is to provide working poor families, as well as homeless men, women and children of all ages with the inner resources and tools to become productive, stable and self-supporting members of the community. We save lives every day by helping vulnerable people make progress toward stability and self-sufficiency. Since our founding in 1976 by two Sisters of St. Joseph of Carondelet we have grown into a multifaceted social service organization that provides hope through empowerment to more than 6,000 low-income and homeless individuals annually on Los Angeles’s Westside and in South LA. Our services encompass outreach and engagement, housing, mental health, and education. The programs we offer are strategically integrated, target a broad range of client populations, and are founded upon intensive, individualized care. Respect for the dignity of each person is the cornerstone of St. Joseph Center’s approach. Staff and volunteers make every effort to provide a welcoming, safe place where all people are treated with compassion.

Under the supervision of the Pantry Services Manager, the Pantry Services Intern is responsible for the following activities:

* On a daily basis, register pantry clients who are renewing their pantry cards or registering with the pantry for the first time.
* Serves as the entry point to link pantry clients to other programs offered at St. Joseph Center to ensure integrated services.
  + Provide client information to SJC case managers for those pantry clients who are in need of case management, and qualify for a specific program.
* Along with the Pantry Service Coordinator, design and implement workshops for clients to improve their health habits and nutrition
* Enter client information from the pantry registration form into the Family Center database.
* Supervises both donations and food purchases for the pantry.
  + Track food donations
  + Make necessary purchases of food for the pantry that are within budget.
* Work with the development department staff to plan holiday events for SJC clients.
* Submit reports of pantry statistics to Westside Food Bank and SJC Development staff.
* Serves as the point person to re-model the current system of the SJC food pantry.
  + Research and develop policy and program structure for a new service model for the SJC pantry.
* Attend meetings as necessary.
* Serve as a trainer, manager and support for volunteers in the pantry.

**QUALIFICATION/SKILLS REQUIRED:**

* Must be inspired and motivated to work with individuals struggling with issues related to poverty.
* A passion and dedication to the mission of serving homeless and low-income older adults in a way that promotes self-sufficiency is required.
* Ability to be a team player and collaborator
* Proficiency in Microsoft Word, Excel and Outlook
* Detail oriented and a self-starter willing to take direction
* Excellent communication and written skills with an ability to connect with under-served populations in a way that promotes dignity
* Creative and have a positive, up-beat attitude.