



BETHLEHEM

ASSEMBLY OF GOD

Job Title:	HOH Pantry Assistant	Job Category:	Associate Level
Department/Group:	House of Hope	Travel Required:	No
Location:	22 E. Fairview Ave	Position Type:	Temporary/Part-Time
HR Contact:	Lisa Milazzo	Supervisors:	HOH Pantry Manager
Applications Accepted By: LMilazzo@bethlehemahg.org		Subject Line: HOH Pantry Assistant	

SUPPORTING SCRIPTURE

The Bible is God's breath and governs how we should work.

Matthew 5:16

In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.

1 Corinthians 10:31

So, whether you eat or drink, or whatever you do, do all to the glory of God

Philippians 1:27

Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel

Romans 12:3-9

3 For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. 4 For just as each of us has one body with many members, and these members do not all have the same function, 5 so in Christ we, though many, form one body, and each member belongs to all the others. 6 We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your[a] faith; 7 if it is serving, then serve; if it is teaching, then teach; 8 if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead,[b] do it diligently; if it is to show mercy, do it cheerfully.

STATEMENT OF FAITH

This Assembly accepts the Holy Bible as the inspired and revealed Will of God, the all-sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the Statement of Fundamental Truths approved by The General Council, as same is now and from time to time may be revised, and as recited in the true copy thereof which follows as an addendum to this Code of Constitution and Bylaws, by the reference incorporated herein as though set forth in full.

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Bethlehem Assembly of God's faith, doctrine, practice, policy, and discipline, our lead pastor in consultation with the church board of Bethlehem Assembly of God and in agreement with The General Counsel of Assemblies of God Doctrine Statements of Fundamental Truths is the final interpretive authority on the Bible's meaning and application.



JOB DESCRIPTION SUMMARY

The HOH Pantry Assistant is responsible for supporting basic operations at the House of Hope.

ROLE AND RESPONSIBILITIES

MAIN PANTRY DUTIES

- Prepare pantry for client use by organizing, sorting and stocking donated food items in refrigerators, freezers and shelves.
- Perform monthly inventory of goods available for client consumption.
- Assist food pantry volunteers with client intake as needed.
- Maintain orderliness and cleanliness of the pantry and waiting area in anticipation of client visits.
- Assist Pantry Manager with events as needed.
- Perform basic custodial functions such as sweeping, mopping, etc.
- Complete other tasks and projects as needed and assigned by the Pantry Manager and/or the Pastoral Staff.

SCHEDULE

- Tuesday & Wednesday: 9:00 am – 2:00 pm
- Thursday: 2:00 pm – 7:00 pm

QUALIFICATIONS REQUIREMENTS

MINIMUM REQUIREMENTS

- High school diploma or general education degree (GED)
- Must have continuous desire and effort to develop skills and expand knowledge base
- Passion to maintain safe, healthy, and sanitary environment.
- Must be a “people person”

SKILLS

- Must be a team player
- Must have effective verbal and listening communications skills
- Must have excellent organizational skills, able to prioritize and multi-task, using good time management skills in a fast-paced environment
- Must be able to work well independently and take initiative



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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, walking, reaching, climbing stairs
- Requires the ability to comfortably lift, carry, push or pull items at 40lbs or more as needed.

BETHLEHEM ASSEMBLY OF GOD REQUIREMENTS

- Must be a born-again believer
- Must be in agreement with the 16 Fundamentals Doctrines of the Assemblies of God
- Must adhere to Bethlehem Assembly of God's Bylaws and Constitution
- Must adhere to the Bethlehem Assembly of God's Code of Conducts
- Must be in agreement with the Mission, Vision and Core Values of Bethlehem Assembly of God
- Must possess and display character, competency, chemistry and commitment
- Must have personal, consistent disciplines that reflect a personal relationship with Christ; i.e.: daily prayer, Bible reading, fasting, tithing, fellowship, and sharing their faith
- Must be passionate about unity, team model, and empowering others
- Must possess a passion to learn new methods, skills, and strategies
- Consistently developing their skills through conferences, seminars, training, and reading material

Reviewed By:	Norma Pascualini	Date:	January 21, 2020
Approved By:		Date:	Click here to enter a date.
Last Updated By:	Pastor Tony Lebron	Date/Time:	January 21, 2020

CERTIFICATION The statements above are intended to describe the general nature and level of work being performed by the HOH Pantry Assistant. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

I certify that I have read and understand the responsibilities and rules assigned to this position.	I certify that this job description is an accurate description of the responsibilities and rules assigned to the position.
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HOH Pantry Assistant Signature	Church Administrator's Signature
Date	Date
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Printed Name	Church Administrator's Printed Name