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**PANTRY**

**FROM PAGE 1**

cafeteria (all five of the past principals have fully supported this effort--thank you Ruch School!), but they have their own space with several storage shelving units, a donated freezer (thank you Peter and Karen!), an ACCESS refrigerator, and a work area. They also have six to eight regular will-be-there-every-Monday helpers (thank you Lyn, Pam, Arlene, Claude, Kristi and Arthur!). They now need a half-ton pickup to haul the food each week, and often times pick up donations on Sundays in preparation for Monday. And, they have been financially solvent for about ten years due to Donna's fundraising skills and a very giving community (private donations to the Food Pantry show up in their mailbox on a regular basis--thank you, Applegaters!).

The Applegate Food Pantry today is able to offer



Shelves of USDA foods stored at the Applegate Food Pantry

clients many services beyond emergency food supplies. They provide counseling and contact information for all federal and state low-income programs, especially the Low-Income Energy Assistance program (much needed here in the Applegate!). A bookmobile is on site every Monday for the clients' use (thank you Cynthia!), and sometimes used clothing is available as well. Due to the Applegate community's support, on any given Monday clients can receive much-needed items such as fresh vegetables (the local CSAs or community supported agriculture folks donate food during the summer months--thank you!), meats, eggs, dog food and cat litter, and sometimes even fresh bagels (thanks to The Beanery!) or biscotti (thanks to Harry & David's). And Donna and Matt receive an average of 100 pounds of fresh food *every week* from the Ruch Country Store (thank you, Craig and Amber!), which really helps them to provide healthy, balanced foods to the clients.

Are you getting the idea that this "food pantry" is a vital part of our local community? I hope so. It fulfills the local needs, but it also brings so many opportunities as well; all because of caring and giving community members who donate willingly. Can you be one of them and help manage the Applegate Food Pantry in the future?

Donna has built the Applegate Food Pantry into one of the state's model pantries. Working as part of ACCESS, the Applegate Food Pantry's organization is solid, the funding and record-keeping documented. As Donna told me, the "book is written," the operating manual ready to use. The only question now is: Who is going to step up to the plate and take over come July? Because if no one does, our food pantry will be forced to shut its doors as of July 31. Donna and Matt feel

that the weekly duties can easily be divided among several people, so please read the job description provided below, and contact Donna at 541-899-8644 or dowritede@aol.com today to discuss how you can help. Our community will thank you!

Sandy Shaffer  
541-899-9541

For more information on receiving emergency food assistance in Jackson County, call ACCESS Inc. at 541-779-6691. Se Habla Espanol.

In Josephine County, call the Josephine County Food Bank at 541-479-5556.

**JOB DESCRIPTION:  
Volunteer Food Pantry  
Manager**

**Applegate Food Pantry.**

The Applegate Food Pantry is part of ACCESS Inc.'s "Food Share" program. ACCESS Inc. is a nonprofit organization that acts as the Community Action Agency for Oregon Food Bank in Jackson County.

The mission of the pantry is to distribute (emergency) food items to local citizens in need according to USDA guidelines. The Applegate Food Pantry is open every Monday, except major holidays, and operates out of the back of Ruch School's cafeteria.

**Volunteer Food Pantry Managerial Duties.**

This position has overall responsibility for the management of the Applegate Food Pantry, including submitting reports to ACCESS Inc. Currently, the following duties are performed by one person, but they can easily be broken out to several people.

**Key responsibilities include:**

- Ordering: Tuesdays, approximately 1½ hours a week. Requires fax and copy machine.
- Pick-up: Mondays, approximately 2½ hours a week, plus another 2½ hrs per month. Requires a vehicle that can transport 1,200+ pounds.
- Distribution: Mondays, approximately 2½ hours a week.
- Administration reporting and staffing: Approximately 1½ hours a week. Requires email access.
- Fund-raising: Approximately three hours monthly.

**Skills and attributes needed to manage Food Pantry:**

- Strong people and communication skills.
- Patience and ability to interact with clients on the economic margins.
- Follow government requirements and income guidelines, local policies and practices, and portion control.
- Supervise volunteer staff and their activities.
- Recordkeeping and reporting skills.

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