**PLACEMENT DESCRIPTION EXAMPLE**

**Name:** JLA Pantry Team Member

**Agency or Committee/Council Description:** FIT Program

**Number of placements available:** 8

**Description:**

JLA Pantry Team Members are responsible for weekly (34 weeks) two hour shifts in the JLA FIT Pantry. 2013- 2014 Pantry shifts are currently:

* Monday, 7:00 p.m. – 9:00 p.m.
* Wednesday, 7:00 p.m. – 9:00 p.m.
* Thursday, 7:00 p.m. – 9:00 p.m.
* Saturday, 9:00 a.m. – 11:00 a.m.
* As needed - towel cleaning shift

Pantry shift times and days may be adjusted for the year as needed. All team members will rotate working all shifts including Saturdays. Member will also:

* Assist in box break down
* Keep pantry clean and maintain accurate bag count
* Team members will be engaged in the provisional experience and promote positive efficiency

Team Members will oversee the Provisionals working in the JLA FIT Pantry. Team Members will be responsible for making sure all backpacks are packed with the week's menu and flyer.

All packs must be completed by Wednesday night, this includes counting completed packs and checking to make sure all packs have the correct amount of food.

Communication with Pantry Leads is required.

 **Skills and/or knowledge member will develop with this placement:**

Member will learn about inventory and product management, establish working relationships with provisional members, and take a leadership role in the FIT pantry.

**Location:** JLA Pantry at Parkcrest, 5416 Parkcrest Drive, Austin, TX 78731

**Contact:** Elissa Pate, fit@jlaustin.org

**Additional Info:** Must have a good attitude and keep the Provisionals excited.

**Orientation/ Training:** Attend monthly FIT meetings, including April transition meeting, and all FIT provisional training sessions, including the FIT Provisional Orientation.

**Concentration:** Year Long