FIRST BAPTIST CHURCH SOUTH HILL
POSITION DESCRIPTION

PART-TIME

FOOD PANTRY ASSISTANT

Pantry Operations | Guest Support | Ministry Administration

POSITION SNAPSHOT

REPORTS TO Food Pantry Ministry Coordinator; supports the Ministry Director	LOCATION First Baptist Church South Hill - Chesapeake, VA
EMPLOYMENT Part-time | Non-exempt Weekly schedule set by Food Pantry Coordinator	PAY RANGE $15.00 per hour

OUR MISSION

Helping people live the life they were made for by knowing Jesus personally, growing more like Jesus daily, and showing the love of Jesus boldly.

Rev. Reginald Wise, Senior Pastor

WHO WE ARE

ABOUT FIRST BAPTIST CHURCH SOUTH HILL

First Baptist Church South Hill (FBCSH) is a vibrant, multigenerational church committed to helping people live the life they were made for by knowing Jesus personally, growing more like Jesus daily, and showing the love of Jesus boldly.

Rooted in our African American Baptist heritage, we are passionate about reaching people inside and outside the walls of the church and developing fully devoted followers of Christ. Anchored in John 10:10, we believe God has called us to be a church where people experience and live out the abundant life found in Christ.

THE ROLE

ABOUT THE POSITION

The Food Pantry Assistant provides hands-on administrative and operational support to the Food Pantry Ministry Coordinator and Director. The Assistant helps receive, organize, prepare, and distribute food and related resources; supports volunteers; maintains accurate records; and welcomes individuals and families with dignity, compassion, and care consistent with the Christian mission of First Baptist Church South Hill.

KEY RESPONSIBILITIES

Pantry operations, guest and volunteer support, documentation, and safety

01 Assist with scheduled food pickups and deliveries, unloading, sorting, storage, and preparation for distribution.	08 Assist with volunteer check-in, task assignments, orientation, and day-to-day guidance as directed by the Coordinator.
02 Stock pantry shelves and storage areas; rotate inventory by date and follow established food-handling, sanitation, and storage procedures.	09 Communicate needs, scheduling changes, and service concerns promptly to the Coordinator.
03 Assemble food bags, boxes, and other distributions according to ministry guidelines and documented household needs.	10 Accurately record inventory movement, food distribution counts, and other required pantry activity.
04 Monitor supplies, note damaged or expired products, and promptly report inventory shortages, safety concerns, or equipment issues to the Coordinator.	11 Help prepare and organize supporting information for required Foodbank reports, including USDA, Retail Rescue, Partner Agency, vehicle inspection, and temperature records, as applicable; forward completed records for review and submission by authorized ministry leadership.
05 Help set up, operate, and clean distribution areas before and after pantry service.	12 Help maintain required files and records in accordance with Foodbank and church retention procedures.
06 Welcome pantry guests respectfully; help explain distribution procedures and provide assistance within approved ministry guidelines.	13 Complete assigned training, meetings, and surveys required by the Foodbank of Southeastern Virginia and the Eastern Shore or church leadership.
07 Maintain confidentiality of personal and household information obtained through pantry operations.	14 Observe food safety, safe lifting, cleanliness, emergency, and church property procedures; report concerns immediately.

EXPERIENCE & FIT

QUALIFICATIONS

MINIMUM QUALIFICATIONS	PREFERRED QUALIFICATIONS
• Ability to learn applicable Foodbank requirements and basic food safety practices. • Ability to follow instructions and established procedures, handle basic paperwork, and maintain accurate records. • Valid driver's license required only if assigned authorized vehicle-driving duties.	• Prior food pantry, customer service, warehouse, nonprofit, or volunteer experience is helpful but not required. • Basic digital recordkeeping skills.

SKILLS & COMPETENCIES

The technical, relational, and ministry-centered capabilities needed to thrive in this role.

• Commitment to the mission and Christian service values of First Baptist Church South Hill.	• Ability to follow instructions and established procedures.
• Compassionate, respectful communication with people from diverse backgrounds and circumstances.	• Ability to handle basic paperwork and maintain accurate records.
• Dependability, integrity, and discretion.	• Ability to learn applicable Foodbank requirements.
• Ability to cooperate with staff and volunteers.	• Ability to learn basic food safety practices.

MISSION ALIGNMENT

This position supports Christian service by welcoming individuals and families with dignity, compassion, and care, while faithfully stewarding the food, resources, and information entrusted to the ministry.

JOB DESCRIPTION DISCLAIMER

The duties, responsibilities, qualifications, and requirements outlined in this job description are intended to describe the general nature and scope of the position and are not all-inclusive. Additional duties and responsibilities may be assigned as necessary.

EQUAL EMPLOYMENT OPPORTUNITY

First Baptist Church South Hill is an equal opportunity employer committed to providing a workplace free from unlawful discrimination. Employment decisions are made without regard to race, color, sex, national origin, age, disability, genetic information, or any other characteristic protected by applicable law.

As a faith-based organization, First Baptist Church South Hill reserves the right to consider religious beliefs and qualifications in employment decisions to the extent permitted by applicable law.

HOW WE SERVE

CORE TEAM VALUES

The behaviors and commitments that shape how we serve together.

Die to Self God's will, God's way, not ours.	Integrity We walk our talk.	Servant Leadership We lead by serving, not commanding.
Compassion We see something, feel something, and do something.	Innovation We don't react to the future - we create it.	Passion We go for the lost at all cost.
Love We love God, we love our families, and we love people.	Excellence We give God nothing less than our very best.	Sower We put our money where our ministry is.
Honor We value people over programs.	Impact We work to make a difference, not just a living.	Prayer We pray about everything before we attempt anything.

COMPENSATION & BENEFITS

PAY RANGE $15.00 per hour

- Part-time | Weekly schedule set by the Food Pantry Coordinator.
- Hourly, non-exempt position.
- Direct reports: None.

WORKING CONDITIONS

Work is performed in indoor pantry/storage spaces and occasionally outdoors during pickups and distributions. Duties involve standing, walking, reaching, bending, stooping, and handling food cartons and supplies. The role may require lifting or moving boxes weighing up to 40 pounds, with assistance or reasonable accommodation where appropriate. Schedule flexibility may be needed for distribution days or special events.

EMPLOYMENT & ADMINISTRATIVE EXPECTATIONS

The Assistant is expected to follow church policies, protect confidential information, accurately record all hours worked, and obtain approval before working hours outside the assigned schedule. This job description summarizes the position's principal responsibilities and may be revised as ministry needs change. It is not an employment contract and does not alter at-will employment, where applicable.

FIRST BAPTIST CHURCH SOUTH HILL · Helping people live the life they were made for.

POSITION DETAILS & APPLICATION

Ministry: Food Pantry
Date listed: October 26, 2026 | Closing date: November 14, 2026

Qualified applicants must apply via the church website:

https://fbcsouthhill.com/careers