



Quaker Open Christmas 2009  
Union Chapel, Islington, London  
23<sup>rd</sup> to 30<sup>th</sup> December

### **Quaker Open Christmas Job Descriptions:**

#### **FOOD STORES MANAGER**

In this role you will be responsible for:

- Purchasing any extra supplies that are needed (QHA will provide a 'float' for this purpose)
- Organising and clearly labelling the food stores in the pantry, fridges, and freezers so that all cooks can easily find their supplies.
- Receiving food deliveries and storing them using your system.
- Taking stock takes. This will help determine whether the correct amount of food has been purchased.

For this job, you will need to have your own car or other transportation. QHA will reimburse you for the fuel costs.

You will also be responsible for communicating your system of organisation to the other Volunteers so that they can access the stores easily.

#### **Some things to be aware of:**

- Although this job is not linking to any particular shift, it may have to be performed every day.
- This job does not have much contact with the Guests.
- This job can be combined with the Recycling Manager job.

*The purpose of each QOC Job Description is to help the entire Project run smoothly by ensuring that each job is assigned to a responsible volunteer.  
As long as the jobs are fulfilled, the roles can then be interpreted somewhat flexibly.*