

## **PANTRY**

1. The Pantry Attendant is responsible for the preparation, organization, management of pantry supplies and ingredients
2. This role ensures that all pantry items are stored correctly, are well-stocked, and are readily available for all departments.
3. The Pantry Attendant will also assist with basic food serving tasks and maintain a clean and organized work environment.
4. Monitor and manage pantry inventory levels.
5. Receive, inspect, and store deliveries of pantry items.
6. Maintain accurate records of inventory and supplies.
7. Assist with the preparation of ingredients and items for kitchen use.
8. Ensure that all food is prepared according to safety and quality standards.
9. Keep the pantry area clean, organized, and well-stocked.
10. Label and date all items and rotate stock to ensure freshness.
11. Manage and dispose of expired or damaged items.
12. Adhere to health and safety regulations, including food handling and sanitation practices.
13. Ensure that all pantry equipment and tools are used and maintained properly.
14. Work closely with kitchen staff and other departments to fulfill inventory needs.
15. Communicate effectively regarding inventory shortages or special requests.
16. Provide excellent service to internal customers by responding promptly to requests.