



MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

People's Resource Center Job Posting – Food Pantry Director

Position Overview

PRC is hiring a Food Pantry Director to develop, manage and continually improve provision of food pantry services at two main locations that respond to clients' needs, program goals and is consistent with PRC mission, vision and values. Food Pantry Services include services provided at Wheaton Food Pantry, Westmont Food Pantry, home delivery service, nutritional outreach services and holiday giving program

The Food Pantry Director is responsible for providing food pantry services to over 6,000 households, managing over \$1,000,000 of expenses and donated goods valued at over \$5,000,000, directly supervising 2 employees and overall program staffing of 4 employees and 1900 volunteers.

PRC offers a generous compensation and benefits package to our full time employees, including:

- Medical insurance – HMO, PPO
- Dental insurance – PPO
- Flexible Spending Account participation
- Short Term Disability
- Life Insurance
- SIMPLE IRA retirement plan
- Paid Time Off (PTO)
- 12 paid holidays

Application Process

To apply, please send your resume, cover letter, and salary requirements to resumes@peoplesrc.org.

APPLICATIONS WILL BE ACCEPTED THROUGH MONDAY, February 26, 2018

No phone calls, no faxes please. People's Resource Center is an Equal Opportunity Employer.

This job posting can also be found on our website www.peoplesrc.org - About PRC - Employment Opportunities



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Essential Functions

1. Establish, implement and monitor services, goals, objectives and budgets for food pantry and other food pantry service programs
2. Participate in and support implementation of PRC strategic goals
3. Work closely with Director of Social Services, to continuously identify improvements to the client registration process
4. Identify, implement, monitor and evaluate food pantry service improvements and opportunities for growth to ensure that service is meeting customer needs and is provided in the most efficient way possible
5. Identify, implement, monitor and evaluate nutrition outreach services (for example health promotion, nutrition education)
6. Plan and organize food rescues from area retailers, including but not limited to developing and maintaining relationships with retail contact persons; identifying and coordinating efficient schedules for pick-up and delivery including volunteer resources and PRC vehicles
7. Coordinate food and non-food drives that relate to accomplishing annual goals and objectives
8. Build and maintain strong relationships with vendors, retailers, and other community partners that directly support food pantry services including but not limited to serving as primary liaison with Northern Illinois Food Bank and participating on The DuPage Community Hunger Network
9. Plan, organize and implement service evaluation and other measurement tools that ensure service effectiveness
10. Establish, maintain and analyze accurate and relevant program statistics including service statistics and volunteer data
11. Stay current with trends regarding hunger needs in DuPage County and best practices in the emergency food system
12. Directly Supervise (4) Food Pantry employees and indirectly supervise over 1,900 Food Pantry Volunteers. Responsible for overall program staffing and personnel issues including scheduling, supervising, training, development, appreciation, recognition, and evaluation



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Position Requirements

Education

- Bachelor's degree required

Experience

- 7 years' experience **required** managing a program preferably in food distribution or emergency food systems
- 5 years of experience **required** leading and supervising a team
- Experience creating and managing a budget preferred
- Experience working with volunteers preferred

Skills

- Commitment to PRC's mission, values, and community focus
- Passion for solving hunger and working in a social service organization
- Demonstrated commitment to collaborative work
- Must demonstrate professionalism, flexibility, good judgment and commitment to teamwork
- Excellent customer service skills
- Computer proficiency required in MS Office, Outlook, Internet search engines, Google Apps and familiarity with databases

Knowledge and Ability

- Ability to effectively promote and represent PRC to other organizations
- Ability to work independently, with a team, and with a diverse group of individuals
- Demonstrated ability to work effectively with and supervise employees and volunteers
- Ability to interact and communicate clearly with multiple constituencies
- Able to work effectively with people from diverse racial, religious, and cultural backgrounds
- Ability to manage multiple projects simultaneously
- Ability to exercise professional judgment to resolve complex problems
- Ability to maintain a high level of confidentiality
- Able to compile, analyze and evaluate data
- Able to work some evenings and weekends
- Have a valid driver's license and access to a vehicle
- Able to lift 50 lbs.