



People's Resource Center  
Job Posting

MEETING OUR COMMUNITY'S NEEDS  
NEIGHBOR TO NEIGHBOR

## Food Pantry Assistant – Wheaton Location

### OVERVIEW

PRC is hiring a part time (24 hours/week) Food Pantry Assistant to assist in the daily operations of the Wheaton Food Pantry to ensure effective and efficient delivery of service according to program procedures by working:

- Wednesday: 7:00 a.m. – 3:30 p.m.
- Thursday: 7:00 a.m. – 3:30 p.m.
- Friday: 7:00 a.m. – 3:30 p.m.

### ESSENTIAL FUNCTIONS

1. Unload, sort, and stock food received from the Northern Illinois Food Bank (NIFB), other vendors and community organizations
2. Drive PRC vehicle to pick up food from area retailers or community organizations as requested (candidate must have valid Illinois driver's license and pass a driving background screen)
3. Assist Food Pantry Supervisor in daily supervision of volunteers
4. Accept donations from the community maintaining appropriate In-Kind receipts
5. Assist clients while shopping for food, as needed
6. Assist with maintaining a clean food pantry including equipment
7. Practice proper food safety and inventory control
8. Assist with monitoring and maintaining food pantry equipment for proper and safe operation as requested

### POSITION REQUIREMENTS

#### Education and Experience

- High School diploma or equivalent credentials
- 2 years of work experience required
- Experience operating warehouse equipment, pallet jack and/or driving company van preferred

#### Essential Skills, Knowledge, and Abilities

- Commitment to PRC's mission, values, and community focus
- Enjoys working in a not-for-profit social service organization
- Able to work effectively with people from other countries and speaking other languages
- Team player; able to interact and communicate clearly
- Able to work independently with some guidance and direction
- Able to lift 50 lbs. daily

### APPLICATION PROCESS

To apply, please complete an employment application and either mail it to Human Resources, 201 S. Naperville Road, Wheaton, IL 60187 or email to [resumes@peoplesrc.org](mailto:resumes@peoplesrc.org).

Employment applications are available at Wheaton reception, Westmont reception and on our website, [www.peoplesrc.org](http://www.peoplesrc.org), under "About us, Employment Opportunities".

**APPLICATION DEADLINE: FRIDAY, September 15, 2017**

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