



MEETING OUR COMMUNITY'S NEEDS  
NEIGHBOR TO NEIGHBOR

## People's Resource Center Job Posting Food Pantry Coordinator (Bi-Lingual Spanish)

### POSITION OVERVIEW

People's Resource Center (PRC) is hiring a Bi-Lingual Spanish Food Pantry Coordinator to work 30 hours/week to ensure the effective and efficient delivery of food distribution at our Wheaton and Partner locations according to program goals and strategies. The Food Pantry Coordinator is part of the Food Pantry team supervised by the Food Pantry Director. This position will be working at Wheaton and Partner distribution locations with some travel to/from area retailers. The work schedule is:

Tuesday: 7:30 a.m. – 6:30 p.m.  
Wednesday: 2:30 p.m. – 8:30 p.m.  
Thursday: 7:30 a.m. – 3:30 p.m.  
Friday: 9:00 a.m. – 1:00 p.m.  
Saturday: 8:00 a.m. – 11:00 a.m.

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

- Medical insurance – HMO, PPO (80% employer paid)
- Dental insurance – PPO (80% employer paid)
- Flexible Spending Account participation
- Short Term Disability (100% employer paid)
- Life Insurance (100% employer paid)
- SIMPLE IRA retirement plan & company match
- 23 days of Paid Time Off (PTO)
- 12 paid holiday

### ESSENTIAL FUNCTIONS OF THE POSITION

- Supervise operations of food distributions according to program procedures
- Maintain and manage food inventory to meet changing food supply by placing/receiving orders with the Northern Illinois Food Bank (NIFB) and other vendors for food and non-food items and by accepting/receiving food donations
- In collaboration with the Volunteer Manager, identify food distribution and registration volunteer staffing needs for recruitment
- Train, schedule, supervise and recognize food pantry volunteers
- Coordinate and supervise the registration process for food distribution
- Coordinate food rescues from area retailers, including but not limited to developing and maintaining relationships with retail contact person and coordinating schedules, volunteers and vehicles.
- Drive PRC vehicles to pick up food from area retailers or community organizations
- Coordinate selected food drives, as identified
- Serve as liaison to community partners

## **POSITION REQUIREMENTS**

### **Education and Experience**

- High School Diploma or equivalent credentials required
- 5 year's work experience in customer service or serving the public required
- 3 year's supervisory experience required
- Experience supervising volunteers preferred
- Experience operating warehouse equipment, pallet jack and/or driving company van preferred
- Inventory management work experience 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
- Bilingual English/Spanish Required
- Work effectively with a volunteer staff
- Ability to work independently after direction and training are received
- Organized and detail oriented
- Able to work effectively with people from diverse racial, religious, and cultural backgrounds
- Self-starter
- Computer Literate: Basic knowledge of Outlook and Microsoft Excel; comfortable using a computer and online reporting applications
- Able to lift at least 50 lbs. daily
- Must have valid IL driver's license (Class C required within 3 months of employment)

## **APPLICATION PROCESS**

**To apply, please send your resume, cover letter and salary expectations to [resumes@peoplesrc.org](mailto:resumes@peoplesrc.org)**

**Applications will be accepted until the position is filled.**

*No phone calls, no faxes please.*

*People's Resource Center is an Equal Opportunity Employer.*

*[www.peoplesrc.org](http://www.peoplesrc.org)*