



People's Resource Center
Job Posting

MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

Food Pantry Coordinator

POSITION OVERVIEW

PRC is hiring a part-time (10 hours/week) Food Pantry Coordinator to ensure the effective and efficient delivery of food pantry service of the WeGo Together Community Market located in Lemay Middle School according to PRC program goals and strategies. Work Schedule must include working Tuesday morning and evening.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Supervise daily operations of food pantry according to program procedures
2. Maintain and manage food inventory to meet changing food supply by placing/receiving orders with NIFB and other vendors for food and non-food items and by accepting/receiving food donations
3. In collaboration with the Volunteer Coordinator, identify food pantry and registration volunteer staffing needs for recruitment
4. Train, schedule, supervise and recognize food pantry volunteers
5. Coordinate and supervise the registration process for the food pantry
6. Coordinate food rescues from area retailers, including but not limited to developing and maintaining relationships with retail contact person and coordinating schedules for pick-up and delivery, volunteers
7. Coordinate selected food drives, as identified
8. Serve as liaison to WeGo Together for Kids
9. Collaborate with WeGo Together for Kids staff and attend WeGo Together for Kids ,community meetings, as needed.

POSITION REQUIREMENTS

Education and Experience

- Bachelor's Degree preferred
- 3 year's work experience in a supervisory role preferred
- Experience supervising volunteers preferred
- Inventory management work experience preferred

Essential Skills, Knowledge, and Abilities

- Bilingual English/Spanish preferred
- Ability to work independently after direction and training are received
- Work effectively with a volunteer staff
- Organized and detail oriented
- Able to work effectively with people from diverse racial, religious, and cultural backgrounds
- Computer Literate: Basic knowledge of Outlook and Microsoft Excel
- Must have valid IL driver's license
- Candidates must be able to lift 50 lbs.

APPLICATION PROCESS

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

APPLICATION DEADLINE: MONDAY, NOVEMBER 6, 2017

No phone calls, no faxes please

People's Resource Center is an Equal Opportunity Employer

www.peoplesrc.org