



People's Resource Center
Job Posting

MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

Supervisor – Wheaton Food Pantry

OVERVIEW

PRC is hiring a Supervisor for the Wheaton Food Pantry to work 37 hours/week to supervise the daily operations of the food pantry according to program procedures including but not limited to supervision and coordination of volunteers, purchasing and restocking inventory, providing excellent customer service and maintaining a clean and organized pantry.

Candidates must have a valid driver's license, be able to lift and move up to 50 lbs. daily and be able to work the following schedule:

- Monday/Tuesday/Thursday: 7:30 a.m. – 4:00 p.m.
- Wednesday: 12:30 p.m. – 9:00 p.m.
- Saturday: 8:00 a.m. – 1:00 p.m.

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

ESSENTIAL FUNCTIONS

1. Maintain and manage food inventory and budget to meet changing food supply by placing and receiving orders with the Northern Illinois Food Bank (NIFB) and other vendors for food and non-food items and by accepting and receiving community donations and rescued food
2. In collaboration with the Volunteer Coordinator, identify food pantry and other food service volunteer staffing needs for recruitment
3. Train, schedule and provide daily supervision of food pantry volunteers
4. Supervise home delivery service by screening, selecting and training volunteers, identifying qualified clients, matching volunteer drivers to selected clients and scheduling volunteers to shop and deliver
5. Assist clients while shopping for food, as needed
6. Implement food pantry and organizational policies and procedures
7. Drive PRC vehicle to pick up food from area retailers or community organizations, as needed
8. Record food and client data and produce reports as requested
9. Maintain a clean and organized pantry
10. Monitor and maintain food pantry equipment for proper and safe operation (refrigerator, freezer, pallet jack, vehicles, etc.) including but not limited to scheduling preventative maintenance, inspections, handling emergency repairs, and cleanliness

POSITION REQUIREMENTS

Education and Experience

- High School diploma or equivalent credentials
- 5 year's work experience in a supervisory role required
- Experience supervising volunteers preferred
- Experience with logistics and operations management preferred
- 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 diverse racial, religious, and cultural backgrounds
- Able to work effectively with a volunteer staff
- Organized and detail oriented; self- starter
- Able to work independently with some guidance and direction
- Computer Literate: Basic knowledge of Outlook and Microsoft Excel; comfortable using a computer and online reporting applications

APPLICATION PROCESS

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

Deadline to apply for this position is Friday, August 11, 2017

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