



MEETING OUR COMMUNITY'S NEEDS  
NEIGHBOR TO NEIGHBOR

## People's Resource Center Job Posting

### Parking Monitor – Seasonal – Westmont Location

#### OVERVIEW

PRC is hiring a Parking Monitor to work **17 hours/week between October and February 2** to ensure clients, employees, volunteers and guests follow PRC parking guidelines regarding parking lot use and to provide assistance with food rescue by working:

- Tuesday: 8:00 a.m. – 3:00 p.m.
- Wednesday: 8:00 a.m. – 11:30 a.m.
- Thursday: 5:00 p.m. – 8:00 p.m.
- Saturday: 8:00 a.m. – 12:00 p.m.

#### ESSENTIAL FUNCTIONS

1. Welcome and direct parties to appropriate parking areas based on PRC parking guidelines
2. Maintain a smooth and efficient flow of traffic based on parking availability
3. Maintain a safe, secure and clean parking area
4. Maintain ice- and snow-free walkways and sidewalks when applicable
5. Monitor and redirect all unauthorized parking in neighboring parking areas
6. Assist clients and guests as time permits
7. Adhere to all safety requirements of safety garments and equipment as applicable
8. Foster positive relationships with donors, clients, and volunteers
9. Assist with food rescue efforts for the food pantry, as needed

#### POSITION REQUIREMENTS

- High School diploma or equivalent credentials
- Able to stand/walk for long periods of time
- Able to work outdoors during inclement weather
- Able to lift up to 25 lbs. (in order to help load groceries into vehicles as time permits)
- Able to work effectively with people from other countries and speaking other languages
- Able to work independently with some guidance and direction
- Able to exercise good judgment to resolve problems

#### 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, October 19, 2018**

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