



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 at our Westmont location **16 hours/week** between **September 1, 2020 and February 6, 2021** to direct and manage vehicle traffic flow according to parking and safety guidelines, assist with shoveling and salting, set up parking signage and cones and assist in retrieving donations from vehicles during the following days and times:

- Tuesday: 7:30 a.m. to 11:30 a.m.
- Wednesday: 7:30 a.m. to 11:30 a.m.
- Thursday: 4:30 p.m. to 8:30 p.m.
- Saturday: 7:30 a.m. to 11:30 a.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 30 lbs. (a bag full of groceries)
- 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 on our website, [www.peoplesrc.org](http://www.peoplesrc.org), under "About us, Employment Opportunities".

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED**

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