



MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

People's Resource Center Job Posting

Parking Lot Monitor – Seasonal – Wheaton Location

OVERVIEW

PRC is hiring a Parking Lot Monitor to work at our Wheaton 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: 4:30 p.m. to 8:30 p.m.
- Thursday: 7:30 a.m. to 11:30 a.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 entire shift
- Able to work outdoors during fall and winter 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. Employment applications are available on our website, 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