People's Resource Center

MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

People's Resource Center - Job Posting
Food Market Coordinator - Wheaton

PRC is hiring a Food Market Coordinator for our Food Market in Wheaton. This role is responsible ensuring effective and efficient delivery of food program services according to PRC goals, strategies, and guidelines. This is a full-time position, working 40 hours/week.

General Schedule:

- Sunday - OFF
- Monday – 7:00 am - 3:30 pm
- Tuesday – 8:15 am - 4:00 pm
- Wednesday – 6:30 am - 7:00 pm
- Thursday – 8:15 am - 6:45 pm
- Friday – OFF
- Saturday – 7:30 am - 11:15 am

The salary range for this position is $42,000-$44,000.

BENEFITS

PRC offers a generous compensation and benefits package to our benefit-eligible employees, including:

- Medical insurance – HMO, PPO (90% Employer paid)
- Dental insurance – PPO (80% Employer paid)
- Short Term Disability & Life insurance (100% Employer paid)
- Flexible Spending Account participation
- SIMPLE IRA retirement plan and 3% company match
- 18 days of Paid Time Off (PTO)
- 12 paid holidays
- 2 floating holidays

ESSENTIAL FUNCTIONS

- Assist Food Market Manager in the daily operations of the food market according to program procedures
- Coordinate and supervise the registration process for food distribution:
    a. Ensure complete screening and registration for clients seeking food services
    b. Schedule, train, support, recognize, and supervise volunteers for food market registration and ensure adequate coverage
    c. Ensure accurate community resource information is available for client referrals
- Assist in the operations of other food programs that operate from the Wheaton location
- Oversee a smooth and efficient flow of traffic based on parking availability
- Oversee a safe, secure, and clean parking area
- Maintain ice- and snow-free walkways and sidewalks when applicable
- Address and redirect all unauthorized parking in neighboring parking areas
- Unload, sort, and stock food received from the Northern Illinois Food Bank (NIFB), other vendors and community organizations
- Drive People's Resource Center (PRC) vehicle, as needed, to pick up food from area retailers or community organizations
- Supervise volunteers during assigned shifts
- Accept donations from the community and maintain appropriate in-kind receipts

- Provide direct client services in the food market as needed
- Utilize all food market equipment including pallet jacks, walkie stacker, etc., following all safety regulations and oversee the use of this equipment by trained volunteers
- Assist with maintaining a clean food market including walk-in cooler and freezer
- Practice proper food safety and inventory control
- Assist with monitoring and maintaining food market equipment for proper and safe operation
- Foster positive relationships with donors (in-kind, local area retailers, etc.), clients, and volunteers
- Foster positive relationships with Northern Illinois Food Bank (NIFB) representatives and attend NIFB required training sessions
- Assist with food rescue efforts for the food market, as needed
- Provide back up to other market operations and locations as needed
- Provide back up to Food Market Managers in all locations
- Other duties as assigned

EXPERIENCE/EDUCATION

- High School diploma or equivalent required
- 4 years of work experience
- Experience operating warehouse equipment, pallet jack, and/or driving company van preferred
- Class 3 forklift operator certification or ability to obtain within six (6) months of employment
- Class C driver's license or ability to obtain within six (6) months of employment
- Food handling certification or ability to obtain within one (1) month of employment

SKILLS/KNOWLEDGE

- Commitment to PRC's mission, values, and community focus
- Ability to work independently and with a diverse group of individuals, including people from diverse backgrounds
- Organized and detail-oriented
- Self-starter
- Basic to intermediate computer proficiency using Office 365, including Outlook, Excel, and Teams; comfortable with online reporting applications, ordering systems, and databases and iPad

ORGANIZATION OVERVIEW

People's Resource Center (PRC) is a nonprofit, social service organization founded in 1975 by community members looking to help neighbors who were facing financial hardship. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day, and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton, and a group of volunteers sought to do more than start a local food pantry.

With a team of over 2300 volunteers supported by 48 employees, PRC offers free emergency needs assistance and educational programming. Our emergency and basic needs services include food assistance, clothing, financial assistance, homeless prevention services, and referrals for medical and dental care. Job search assistance, adult basic education and literacy, computer training and access, and art enrichment equip individuals with the tools and resources they need to build stronger futures.

APPLICATION PROCESS

To apply, please send your resume and minimum pay requirements to:
resumes@peoplesrc.org

Applications will be accepted until the position is filled.
No phone calls, no faxes please. People's Resource Center is an Equal Opportunity Employer.
www.peoplesrc.org