



MEETING OUR COMMUNITY'S NEEDS
NEIGHBORS TO NEIGHBORS

People's Resource Center - Job Posting Food Pantry Supervisor – Wheaton

PRC is hiring a Food Pantry Supervisor to provide management and oversight of its Food Pantry in Wheaton. This role is responsible for the effective and efficient management of the operations of the Food Pantry, according to program goals and strategies. This is a full-time position, working 40 hours/week.

General Schedule:

- Tuesday: 7:30am - 4:00pm
- Wednesday: 10:00am - 7:30pm
- Thursday: 7:00am - 5:00pm
- Friday: 7:00am – 4:00pm
- Saturday: 7:00am – 12:00pm

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
- 23 days of Paid Time Off (PTO)
- 12 paid holidays
- 2 floating holidays

ESSENTIAL FUNCTIONS

- Supervise daily operations of assigned food pantry according to program procedures
- Train, schedule and provide daily supervision of food pantry volunteers
- Provide ongoing training and development to food pantry volunteers
- Oversee all use of equipment used in the pantry, including but not limited to, freezers, coolers, baler, pallet jack, walkie stacker, etc.
- In collaboration with the Volunteer Department Coordinator and the Senior Manager of Pantry Operations, identify food pantry and other food service volunteer staffing needs for recruitment
- 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 at assigned food pantry
- Identify and implement innovative food sourcing strategies to obtain new in-kind food donors, steward existing donors, and collaborate with the Advancement team to facilitate a seamless relationship for in-kind food and monetary donors
- Manage the assigned pantry hours of operation schedule, suggesting adjustments, changes and additional distributions as needed
- Assist clients while shopping for food, as needed
- Drive PRC vehicles to pick up food from area retailers or community organizations
- Manage all vehicle repairs, fuel levels, maintenance and cleaning, as well as keeping vehicle registration current for any vehicles at assigned location
- Build positive relationships with appropriate PRC staff members, volunteers, and community organizations to maintain high levels of engagement
- Maintain a clean and organized pantry

- In coordination with the Senior Manager, 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 at assigned pantry
- Participate in and maintain all required training and certifications, including but not limited to those required by PRC funding sources, local state, and federal law

EXPERIENCE/EDUCATION

- High School diploma or equivalent required
- Five (5) years of supervisory experience, preferably in retail, food service or other comparable areas required
- Experience supervising volunteers preferred
- Experience with logistics and operations management preferred
- Experience operating warehouse equipment, pallet jack, walkie stacker, and driving company vehicles preferred
- Inventory management experience preferred
- Class C driver's license or ability to obtain within six (6) months of employment
- Class 3 forklift operator certification or ability to obtain within three (3) months of employment
- Food handling certification or ability to obtain within three (3) months of employment

SKILLS/KNOWLEDGE

- Commitment to PRC's mission, values and community focus
- Ability to work independently, with a team, and with a diverse group of individuals, including people from diverse backgrounds
- Strong organizational skills
- Basic to intermediate computer proficiency using Office 365, including Outlook, Excel, and Teams; comfortable with online reporting applications, ordering systems and databases
- Ability to lift 50 lbs throughout the workday

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 2500 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