



MEETING OUR COMMUNITY'S NEEDS  
NEIGHBOR TO NEIGHBOR

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

PRC is hiring a Food Pantry Assistant to assist in the daily operations of the PRC food pantry, ensuring effective and efficient delivery of services according to program procedures. This role will work closely with clients, staff, volunteers, and guests of PRC. This is a full-time, 35-hour/week position and requires the ability to obtain a Class C driver's license, as well as a Class 3 forklift operation certification and food handling certification. A valid driver's license and clean driving record are required.

### General Schedule:

- Monday – 7:00am – 4:00pm
- Tuesday – 8:00am – 12:30pm
- Wednesday – 6:30am – 6:30pm
- Thursday – 8:30am – 3:30pm
- Saturday – 7:30am – 11:30am

### **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**

- Assist Food Pantry Supervisor in the daily operations of the food pantry according to program procedures
- 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 and activities during assigned shifts
- Accept donations from the community and maintain appropriate in-kind receipts
- Assist clients while shopping for food
- Assist with maintaining a clean food pantry including walk-in cooler and freezer
- Practice proper food safety and inventory control
- Assist with monitoring and maintaining food pantry 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
- Welcome and direct parties to appropriate parking areas
- Maintain a smooth and efficient flow of traffic based on parking availability
- Maintain a safe, secure and clean parking area
- Maintain ice- and snow-free walkways and sidewalks when applicable
- Monitor and redirect all unauthorized parking in neighboring parking areas

- Adhere to all safety requirements of safety garments and equipment as applicable
- Assist with food rescue efforts for the food pantry, as needed
- Provide back up to the Food Pantry Supervisor as needed
- Provide back up to Food Pantry operations as needed in Wheaton or Westmont
- 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 credentials
- 2 years of work experience required
- 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
- Experience operating warehouse equipment, pallet jack, and/or driving a company van preferred

### **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 repeatedly throughout the workday
- Ability to work outdoors in all weather conditions for up to 4 hours at a time

### **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*