



JOB ANNOUNCEMENT

Position: Warehouse Pantry Associate

Department: Food Pantry

Reports to: Pantry Director

FLSA Status: Non-Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

Position Summary: Under the direction of the Food Pantry Director, the Warehouse Pantry Associate helps the Township meet its goal of providing direct services to individuals and families by collecting, storing, and distributing donated and purchased food. Work collaboratively with all staff & volunteers to ensure the daily operations of the Pantry of Rich Township, Inc. run smoothly. Demonstrate a professional demeanor in all interactions with client, volunteers, donors, and colleagues.

Responsibilities:

General:

- Maintains safe, secure, and healthy work environment by following safety practices and policies.
- Ensuring cleanliness of the food pantry/warehouse.
- Ability to handle multiple tasks at the same time in a professional manner.
- Assists in management and organization of the food pantry and provide operational improvement suggestions.

Warehouse:

- Sorting delivered pallets to non-perishable area, freezer, or refrigerator.
- Using pallet jack and/or forklift organized and space pallets with enough room to navigate between rows.
- Moving food between warehouse and pantry.
- Inventory control and management.

Pick-Ups and Deliveries:

- Must be able to drive a small truck, minivan, and a mid-size truck.

- Drive or assist other driver in loading and unloading food donations and supplies.
- Delivering food to clients.
- Picking up food donations.

Daily Pantry Preparation:

- Checking incoming food and existing inventory with regards to expiration dates, freshness, packaging damaging, recalls, etc. according to pantry and health guidelines.
- Repacking items and help packing bags for distribution.
- Breaking down boxes and garbage disposal.
- Assisting in unloading food deliveries and donations.

Distributions:

- Help set up and organize stations.
- Greet clients and distribute food products to eligible individuals per township rules.
- Set up parking lot.
- Assist wherever need.
- Other duties as assigned.

Certifications:

- Valid Illinois Driver's license with clearance to drive Rich Township's insurance carrier preferred. Must provide Illinois Department of Motor Vehicle, Court Purposes – Motor Vehicle Report.
- ServeSafe Food Protection Manager Certification.
- Forklift Certification.
- Or the ability to be certified with 90 days of start date. Pantry will pay for training and certification.

Education, Experience and Qualifications:

- High School Diploma/GEC required.
- Basic mathematical skills.
- Strong communication, organizational skills, and the ability to lead volunteers.
- Ability to work well with persons of diverse backgrounds including individuals who are differently abled.
- Ability to provide services to those in need with compassion and exercise clear business boundaries.
- Frequent walking, standing, and lifting.
- Ability to push, pull, move, lift, and carry up to 50 pounds, 40 percent of the time.
- Basic computer skills desired.

Salary: Commensurate with experience. Rich Township offers a comprehensive benefits package, health plan options, group life and long-term disability insurance, paid time off, and much more.

Working conditions: The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter and the names and contact information for two professional references to: pal-amin@richtownship.org. Put the phrase "Warehouse Pantry Associate" in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status.