



JOB ANNOUNCEMENT

Position: 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 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 clients, volunteers, donors, and colleagues.

Responsibilities:

General:

- Maintains safe, secure, and healthy work environment by following safety practices and policies.
- Ensure cleanliness of the food pantry area.
- Repack items and help pack bags for distribution.
- Assists in management and organization of the food pantry and provide operational improvement suggestions.

Food Distributions:

- Greet clients and distribute food products to eligible individuals per township rules.
- Prepack special request, vegan, gluten free, incontinence supplies.
- Help set up and organize stations.
- Assign volunteers jobs for stations.
- Record visits on tablet using Link2Feed database.
- Assist wherever need.

Office:

- Help maintain Link2Feed database of existing clients and input data for new clients, update and generate reports.
- Complete/process all required paperwork per guidelines. These include but are not limited to client intake forms, temperature logs, inventory sheets, etc.
- Input data for volunteers, donations, etc.
- Make phone calls.
- Process donation receipts and other correspondence.
- Assist with outreach for new clients, donations, sponsors, and supporters.

Fundraising:

- Assist with all Pantry fundraising activities.

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 or the ability to be certified with 90 days of start date. Pantry will pay for training and certification.

Education, Experience & Qualifications:

- Must have a high school diploma or equivalent.
- Intermediate Computer with Microsoft Office applications and QuickBooks.
- Leadership experience to lead and direct volunteers.
- Strong communication and organizational skills
- Ability to work independently and as a team member.
- Food Protection Manager Certification.
- Must possess excellent interpersonal, communication (written and oral), organizational and coordination skills.
- 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.
- Ability to push, pull, move, lift, and carry up to 30 lbs.

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 "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.