



## JOB ANNOUNCEMENT

**Position:** Pantry Associate  
**Department:** Rich Township Pantry Department  
**Reports to:** Pantry Director  
**FLSA Status:** Full-Time, 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.

Under the direction of the Pantry Director, Rich Township is looking for several full-time employees to take on a weekly role in our food pantry. The position would entail inventory, ordering, completing monthly food bank report, organizing the pantry resident list (both new and existing), tracking donations, talking with clients and volunteers to ensure the goals of the pantry are being met.

### Responsibilities:

- Inventories food and supplies to ensure an adequate inventory is maintained and submits weekly inventories to the Pantry Director.
- Packages food and supplies to be distributed to residents.
- Responsible for cleanliness of food pantry including equipment and facilities.
- Helps maintain Link2Feed database of existing clients and assist in the input of data on new clients.
- Maintains safe, secure and healthy environment by following safety practices and policies.
- Repacks items and assist in the repacking of items for distribution.
- Serves residents in a respectful manner.
- Follows the guidelines outlined by Greater Chicago Food Depository (GCFD).
- Reports all equipment malfunctions to Pantry Director, including problems with refrigeration and storage units.
- Assist Pantry Director with outreach for new clients, donations and supporters.
- Process donation receipts and other correspondence.
- Assign volunteers jobs for stations.
- Assist with fundraising events.
- Attend training sessions as required by Greater Chicago Food Depository (GCFD) and Rich Township.
- Other duties may be assigned as needed.

**Benefits:** Rich Township offers a comprehensive benefits package, health plan options, group life, PTO

**Qualifications:**

- Valid Serve Safe Food Protection Certification.
- Proficient in MS Office
- Valid driver's license and insurance required.
- Ability to complete daily tasks in a timely manner.
- Must be able to lift, push, move, pull or carry a minimum of 25 lbs.

**Experience:**

- Minimum of 2 years' experience in the food pantry or food services industry, a plus.
- Previous experience with customer service.

**Education:**

- Must have a high school diploma or equivalent required.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and as a team member.
- Flexibility and adaptability to changing situations.
- Proficiency in Microsoft Office applications such as Word, Excel Publisher, and PowerPoint required.

**Salary:** Commensurate with experience.

**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](mailto: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.***