

Job Title

Food Pantry Assistant Director

Hours

Part time, without benefits, 8-10 hrs/wk

Description

St. Irenaeus Roman Catholic Parish, located in the far south suburb of Park Forest, Illinois, is a small but active and diverse community. Saint Irenaeus seeks a Food Pantry Assistant Director who will serve as a staff member of the St. Irenaeus Parish/Catholic Charities Food Pantry.

We seek a team player who is a person of faith with experience and training working in a faith based service oriented organization. The Food Pantry Assistant Director must possess strong organizational, interpersonal and pastoral skills. The candidate should possess the ability to encourage other staff members, volunteers and clients in this parish ministry.

Responsibilities

Food Pantry Assistant Director will work in close collaboration with the Food Pantry Director, Pastor and Staff, and Volunteers to assist in weekly distribution of food to pantry clients.

The Food Pantry Assistant Manager will:

- Direct distribution day set up of lobby, waiting area and distribution rooms, including carts/racks
- Fill in for Food Pantry Director when required
- Direct distribution day clean up and closing of rooms/building, including carts/racks
- Receive deliveries, assist with local buying
- Assist with reports
- Train/Supervise training volunteers
- Work in collaboration with Food Pantry staff, volunteers, Pastor
- Attend all workshops and trainings as necessary
- Attend monthly Staff Meetings
- Other, as needed.

Requirements and Preferences

- Food Handler Safety Certification
- Crowd Control Certification
- Catholic Charities Training

- Food Depository Training
- USDA Training
- CEDA distribution
- Archdiocesan required Compliance Training
- Familiarity working in a diverse, multicultural community is preferred.

Salary

Compensation is commensurate with experience.

All materials must be submitted electronically. Please send your resume, references and cover letter to:

Karen Z. Hoogland, Business Manager

Email address: irenaeus78@gmail.com

Please put "FOOD PANTRY ASSISTANT DIRECTOR" in subject line