

Job Title

Food Pantry Director

Hours

Part time, without benefits, 12-15 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 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 Director must possess strong organizational, interpersonal and pastoral skills. The candidate should possess the ability to inspire and motivate staff, volunteers and clients in this parish ministry.

Responsibilities

Food Pantry Director is responsible for direction of weekly distribution of food to Pantry clients, maintaining Pantry inventory, completion and submission of required reports and surveys, Pantry staff and volunteer oversight, Pantry related budget and fundraising.

The Food Pantry Director will:

- Direct distribution of food to Pantry clients
- Direct pre-opening volunteer activities; share new resources
- Conduct inventory of all goods and submit reports as required
- Determine distribution quantities of produce, meat, eggs, bakery, etc.
- Inventory health/hygiene related supplies (toilet paper, paper towels, hot water, trash bags, etc)
- Instruct, direct and meet with Pantry staff and volunteers
- Meet regularly with Pastor and attend monthly Staff Meetings
- Work in collaboration with parish staff, volunteers, etc.
- Attend all workshops and trainings as necessary
- 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 DIRECTOR" in subject line