

Job Title

Food Pantry Management Team Member

Hours

Part time, without benefits

Description

The St. Irenaeus Catholic Charities Food Pantry responded to 5,500 household requests for food in 2016, providing three meals a day for at least three days for over 15,000 individuals. Our client choice pantry seeks a compassionate, prayerful person with a strong desire to lead our faith-based mission of feeding the hungry. This person must have flexibility in job hours and understand the challenges and rewards of managing an all-volunteer force. The pantry manager needs to be present both to those we serve and to our volunteers. While our mission is to provide food for those in need, this is also a ministry of presence and hospitality. A solid grounding in Catholic Social Teaching especially as it applies to those social issues clustered with food insecurity and poverty and our parish/pantry mission would be helpful. The ideal candidate will have experience in outreach ministry, strong communication skills—written, oral and listening—basic computer skills and willingness to take additional training. Ability to lift 25 lbs and bi-lingual or conversational Spanish preferred.

Responsibilities include overseeing:

- Monday distribution set-up, open hours, clean-up, inventory
- Weekly prayer and information meetings
- Weekly stocking
- Donation processing including paperwork
- Greater Chicago Food Depository and food rescue deliveries (Fridays and some Tuesdays or Wednesdays)
- Scheduling, receiving, and processing large donations (monthly and seasonally)
- Managing Monday and Friday Panera bread pick-up and wrapping teams
- Ongoing communication with parish, partner agencies, local churches and organizations
- Volunteer schedules
- Training new volunteers
- Files and practices necessary for compliance with various agencies
- Data and report management through Food Bank Management system
- Pantry presence at meetings as necessary including South Suburban Pantry Network, Greater Chicago Food Depository, Catholic Charities
- Bimonthly ordering from Greater Chicago Food Depository
- Local buying list weekly or as needed and pick –up/delivery, stocking of items
- Scheduling of work days for youth, corporate, and church teams, and community organizations
- Ongoing development of partnership relationships
- Outreach to community groups, local churches as needed (includes some weekends)
- Local resource updates for our clients and volunteers

Requirements and Preferences

- Food Handler Safety Certification
- Crowd Control Certification
- Catholic Charities Training
- Greater Chicago 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 MANAGER" in subject line