



Elk Grove Township

General Assistance Department

Position Description: Food Pantry Manager

Summary

Manage the day-to-day operations of our growing food pantry. Reports to Director of General Assistance and Community Outreach.

Duties:

- Maintain neat and organized pantry, meeting all food safety compliance regulations
- Submit to and pass inspections from local food inspectors, as well as Greater Chicago Food Depository inspectors
- Unload trucks and stock shelves with donations as needed (continual lifting, lowering, and carrying donations that typically weigh 25 - 50 lbs.)
- Keep inventory of Food Pantry
- Order supplies as necessary
- Maintain equipment (i.e. carts, dollies, bins)
- Maintain National Food Safety Manager Certification, attending trainings, testing, etc.
- Follow and post safety/cleaning procedures
- Clean out fridges and freezers on a regular rotation and additionally, as necessary
- Date-sort stock, using products nearing expiration first
- Make sure stock is rotated efficiently
- Order meat or other essentials through the Meijer Simply Give Program gift cards
- Order and pick up food locally multiple days per week
- Break down all boxes and take out all trash immediately after deliveries or pick ups
- Coordinate, pick up, and stock shelves after large donations
- Break down boxes daily and take out trash, keeping pantry free from debris
- Tally and create volunteer report each month
- Schedule and train pantry volunteers
- Make client bags as necessary
- Act as "point person" to the Greater Chicago Food Depository, Illinois Hunger Coalition, etc. staying up to date on procedure, advocacy, and resources to share with clients

Skills:

- Excellent communication skills
- Superb organizational skills
- Ability to interact with diverse groups of people
- Able to work independently and problem solve
- Discretion and confidentiality

Requirements:

- Basic computer skills (i.e. Outlook calendar, email, etc)
- Desire to work with those in need
- Willingness to be flexible, learn new things, and ask questions
- Ability to work in a fast-paced office
- Bilingual desired, but not necessary.

Elk Grove Township does not discriminate on the basis of race, creed, color, ancestry, national origin, age, sex or handicap and complies with the provisions of the Equal Employment Opportunity Act.

Send Resume to: LMenich@ElkGroveTownship.com