

Food Pantry Director

Background:

The Maine Township Emergency Food Pantry provides food on an emergency basis to persons living in the greater Maine Township area. To receive assistance on a continuing basis you must reside in Maine Township.

The first Maine Township Food Pantry program began in 1981 when the Township gave out fifteen food baskets during the Christmas season. Today the Emergency Food Pantry supplies 150 boxes of food every month, which go towards feeding over 300 individuals. Each box is hand packed by township staff and volunteers with dozens of non-perishable food items to help supplement the needs of township residents in distress.

The food is donated by individuals, businesses, and local organizations such as churches, schools, and Scout programs who hold food drives to keep the Food Pantry stocked throughout the year. Monetary or food donations may be dropped off during normal business hours of 9-5 pm Monday through Friday at the Maine Township Town Hall, 1700 Ballard Rd., Park Ridge. You may also mail donations to that address.

Role:

The Food Pantry Director role is full time with benefits, 40 hours per week, including occasional weekends. The Food Pantry Director will be responsible for day-to-day operations of the pantry and community outreach. The Food Pantry Director reports directly to the Administrator.

Salary range \$48-50k/yr.

How to apply:

Please submit your resume, along with a cover letter to:

Dayna Berman, Administrator, Maine Township

dberman@mainetown.com

Qualifications:

- Management experience in operations, budgeting and organizational planning preferred
- Community relations
- Outstanding leadership
- Bachelor's Degree desired, but not required

Essential Functions:

- Ensure a dignified client experience
- Supervise workers and volunteers
- Oversee and coordinate donations
- Community Relations and Outreach
 - Represent the township on behalf of the pantry
 - Speak to groups and community members at events

- Meet with Scout Troops and organizations
 - Organize events to promote pantry and donations
- Manage daily operations of pantry
 - Inventory management and organization of storage areas
 - Inventory methods for safe handling of food
 - Forecast supply needs and orders
 - Prepare boxes for distribution
 - Distribute food to clients
 - Ensure processing of client verification
 - Maintain accurate statistics
- Knowledge and Critical Skills
 - Budgets and forecasting method experience
 - Supervisory/Managerial Experience
 - Strong Communication Skills
 - Strong work ethic, positive work style, and commitment to client experience
 - Experience with financial records and spreadsheets
 - Ability to multi-task

Physical Activities

- Ability to lift and carry up to 30 lbs.
- Ability to stand for extended periods of time