



<https://jesushouse.org/job/operationsassociate/>

## Food Pantry Operations Associate

### Description

**Reports to:** Director of Support Services

**Job Description:** As a Food Pantry Associate, you'll be instrumental in the day-to-day logistics and administrative functions of the Food Pantry. You will particularly focus on food pantry operations, data entry, and general administrative tasks. You will work closely with the Director of Operations, to achieve the tasks below.

### Key Responsibilities:

#### Food Pantry Operations:

- Coordinate pick-ups from donors and suppliers, ensuring timely collection and delivery of donations to the pantry as well as purchasing food and non-food items from local stores when needed.
- Organize and maintain inventory records for food items, conducting regular stock checks and reconciliations.
- Assist in the distribution of food to pantry clients, providing support and guidance as needed.

#### Data Entry and Administrative Tasks:

- Perform data entry tasks related to food pantry operations, accurately recording donations, distributions, and inventory movements.
- Help maintain organized records and databases, ensuring data integrity and confidentiality at all times.

#### On-Field Support:

- Participate in on-field activities such as community Food pantry programs, volunteer events, and service projects.
- Assist in mobilizing volunteers and resources for on-field tasks, providing logistical support and guidance.
- Collaborate with community partners and stakeholders to facilitate successful food feeding programmes.

#### Event Support:

- Support the planning and execution of food pantry events, providing logistical assistance and administrative support as needed.

### Qualifications

#### Requirements:

- Valid Driver's license
- Ability to handle physical aspects of the job, such as lifting, carrying, and moving items.
- Work in a labor-intensive environment, requiring physical stamina and strength.
- Maintain a clean and organized workspace to ensure safety and efficiency.
- Remain food safety conscious throughout all aspects of work, adhering to company guidelines and regulations.
- Communicate and Collaborate effectively with team members to achieve common goals

### Hiring organization

Jesus House Chicago

### Job Location

60618, Chicago IL

### Date posted

May 8, 2024

- Strong work ethic and willingness to work in a fast-paced environment.
- Flexibility to adapt to changing job requirements and schedules.

**Qualifications:**

- High school diploma or equivalent, with experience in administrative support and data entry.
- Strong attention to detail and organizational skills, with the ability to maintain accurate records and databases.
- Proficiency in computer applications such as Microsoft Office (Word, Excel).
- Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
- Willingness to participate in on-field activities and events as part of the church's outreach efforts.
- Commitment to the values and mission of the church, with a passion for serving the community.

**Job Benefits****Compensation:**

We offer competitive compensation packages commensurate with experience and qualifications. Our goal is to ensure that our employees are fairly rewarded for their contributions and have access to benefits that support their well-being and professional growth. Details regarding compensation will be discussed during the interview process.