



AURORA AREA INTERFAITH FOOD PANTRY FOOD RECOVERY SPECIALIST

Job Description

Overview:

The Aurora Area Interfaith Food Pantry seeks a FULL-TIME, non-exempt, A Food Recovery Specialist position that reports directly to the Warehouse Manager. This rewarding position is a vital part of the Aurora Area Interfaith Food Pantry team and helps to ensure that food in our community gets to hungry people and not into the landfill. The Food Recovery Specialist spends much of their time on the road picking up food from local grocery stores and the Northern Illinois Food Bank and traveling back to the Aurora Food Pantry Warehouse. This position will work with the Warehouse Manager and Program Director. This position will be cross trained to perform a variety of functions in the department to support operational needs.

For 40 years, Aurora Area Interfaith Food Pantry has helped reduce food insecurity and hunger and their negative impact on the individuals who experience them and the community as a whole by making nourishing food accessible to anyone in need in a humanitarian and compassionate manner. Food is available at the organization's professional, new client-choice pantry, as well as through several special programs that address the needs of low-income school children and senior citizens. Aurora Area Interfaith Food Pantry provides value-added services to its clients through collaborations and partnerships with leading businesses, nonprofit organizations, churches, service organizations, and schools.

DEPARTMENT – Programming

DIRECT REPORTING –Food Recovery Specialist

WORKS CLOSELY WITH – Warehouse Manager, Food Recovery Specialist, Director of Programs, Volunteer Coordinator

POSITION STATUS & SCHEDULE – Full-Time, Monday-Saturday, 40 hours per week.

HIRE DATE – As soon as possible

POSITION SUMMARY –

KEY RESPONSIBILITIES AND DUTIES–

- Abide by all safety regulations set forth by OSHA and Pantry leadership
- Maintain clean and sanitary operating environment.
- Perform other duties as assigned by leadership

- Assist with the pick-up of food from area food recovery (Direct Connect) locations
- Follow food safety and handling procedures including temperature checks
- Operate a box truck to pick up and deliver food donations.
- Adhere to all Aurora Food Pantry rules and Federal and State vehicle/passenger laws;
- Complete food donation pick-up and destination data entry on a daily basis;
- Assist with Aurora Food Pantry's Mobile Food Pantries as needed (set-up, food distribution, and break-down);
- Regularly contact and communicate with food donors and recipient agencies;
- Serve as an ambassador for Aurora Food Pantry and be able to respond to the community and to partner agencies about Aurora Food Pantry and its services;
- Maintain frequent communications with the Director of Programming and Warehouse Manager
- Recommend service to box trucks as needed to management
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES–

- OSHA certificate preferred or willingness to train
- Food handling permit preferred or willingness to train.
- Forklift certificate preferred or willingness to get certified.
- Remaining calm in stressful situations
- Balancing efficiency while being polite and friendly
- Work independently and with a team
- Inventory Control
- Accuracy in work
- Care about the mission of the food pantry
- Bilingual (English with Spanish or Arabic preferred)
- Driver's license (CDL-C preferred)

PHYSICAL JOB REQUIREMENTS

- **Aurora Food Pantry has a vaccine mandate. If hired, you will be required to receive the covid-19 vaccine to continue working at the pantry**
- Repeated lifting of donated food weighing 80 pounds or more
- Repeated opening, operating and closing up of hydraulic lift gates weighing 75 pounds or more;
- Repeated pushing, pulling and loading & unloading of large pallets of food
- Daily operation of a pallet jack, forklift, and other equipment; (if not certified, employee will need to get certification)
- Tobacco, vape, and drug-free environment

In addition to the duties and learning objectives listed above, AAIFP expects the following of each employee: adheres to AAIFP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets

productivity standards; participates in AAIFP events as needed or required; and completes other duties as assigned.

QUALIFICATIONS

- High school diploma
- Possession of a current Illinois driver's license and clean driving record;
- Job requires a "Class C" driver's license that must be obtained within 30 days after employment.
- Must pass both federal and state background checks;
- Employee may be subject to drug testing.

DESIRED TRAITS

- Passion for Aurora Food Pantry's mission and compassion for those less fortunate;
- Bilingual English/Spanish or English/Arabic desirable;
- Neat, clean appearance with friendly personality;
- Ability to be dependable and punctual;
- Self-starter;
- Good sense of humor;
- Ability to be flexible and think on your feet to solve problems;
- Willingness to work a flexible schedule Monday-Saturday,
- Customer service skills; and
- Knowledge of basic food safety.

SALARY/BENEFITS

- Food Recovery Specialist salary is \$38,000/per year with access to health, dental, and vision insurance, 401k matching program, and paid vacation and holiday days

HOW TO APPLY

Qualified and interested candidates should submit the following to Eddie Galvan at:
egalvan@aurorafoodpantry.org

- A resume
- A brief statement of interest or cover letter

The Aurora Area Interfaith Food Pantry is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. AAIFP encourages people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.