



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

Job Announcement

Date: August 6, 2021

Position: Food Pantry/Case Manager

Department: CSBG – Community Service Block Grant

Status: Full-time / Regular

Hours Available: Monday – Friday / 8:30 am – 5:00 pm

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

Maintain all aspects of Food Pantry, including monitoring inventory, ordering, stocking, servicing clients, maintaining client service log, data entry, and coordinating volunteers as needed for assistance. Provide administrative support to CSBG case management and leadership team members. Interview and complete assessment process on clients applying for assistance. Enter data into computerized intake system. Secure appropriate documentation from clients to determine income and residency eligibility for participation in agency support service programs. Maintain client files and ensure accuracy of all information therein. Provide client with CSBG program requirements and other available program services. Refer clients to community resources and other organizations.

ESSENTIAL DUTIES:

- Maintain food pantry inventory by placing orders with vendors as well as purchasing food and non-food items from local stores
- Pack food pantry orders and stock shelves as needed
- Responsible for implementing food pantry policies and procedures
- Assist with quality control by ensuring all food products are safe for consumption (e.g. checking expiration dates, sorting perishables, washing fresh produce, etc.)
- Ensure maintenance and cleanliness of the food pantry
- Maintain all records necessary for the implementation of this program in an orderly and easily retrievable manner.
- Enter data into State computer system.
- Perform other administrative support duties as required, such as completion of word processing assignments, filing, mailing, photocopying and collating

QUALIFICATIONS:

- Good organizational and communication skills
- Basic computer skills
- Valid driver's license and reliable transportation
- Demonstrated ability to deal appropriately with difficult clientele
- Warehouse/stocking experience is a plus
- Bi-lingual is a plus, but not required
- High School Grad/GED

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is required to lift and/or move up to 50 pounds on a daily basis, including standing, stooping, bending, walking and kneeling frequently and in repetition. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.



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HOW TO APPLY

Internal Applicants:

Complete and submit internal employment application with current resume.

External applicants:

Complete and submit an Application for Employment along with a current resume via:

- Email: hr.request@caplakecounty.org. Subject Line: Resume
- Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085
- Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from caplakecounty.org/careers.html

Equal Opportunity Employer