



Diocese of Rockford Catholic Charities

555 Colman Center Dr | Rockford, Illinois 61108

Job Description	
Position: Program Coordinator, Food Pantry & Soup Kitchen, Adult Services	Department/Location: St. Elizabeth Center Adult Services 1505 S. Main Street, Rockford, IL 61102
Reports to: St. Elizabeth Center Program Director	Start Date: Immediate
FLSA Status: Full-time Hourly Position <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Position Type: 40 hours per week Salary Range: \$16.00 to \$17.00 per hour

Benefits Overview: See <https://www.rockforddiocese.org/pdfs/accounting/Summary-of-Benefits.pdf>

Provided to eligible full-time employees ONLY: Health Insurance, Pension, Vacation, Sick and Personal Days, Holidays

Provided to eligible full-time AND part-time employees: 403(b) Retirement Plan, Paid Personal Time Off

Overview: Coordinates the food pantry and soup kitchen activities provided by the Adult Services Department and assists the Administrator and staff in implementing them. Provides intake services for clients.

Essential Duties and Responsibilities:

- Oversee food pantry and soup kitchen operations.
- Work with the Administrator to order food, compile reports, and maintain accurate records for the food pantry and soup kitchen.
- Work with the Administrator to provide direction to and oversight of the staff and volunteers for food pantry and soup kitchen operations.
- Work closely with the Adult Building Clothing Closet/HIRE/Volunteer Coordinator to ensure the smooth operation of the Adult Services Building.
- Train new volunteers in the food pantry and soup kitchen operation.
- Provide support to the Clothing Closet/HIRE/Volunteer Coordinator to monitor and track volunteer hours for reporting hours to local and governmental agencies as required.
- Ensure that all adult services facilities meet Health Department standards.
- Oversee the preparation of soup kitchen meals.
- Set menus for the soup kitchen and order food and supplies; order food for the food pantry.
- Receive, unload and store food, clothing, and general donations that come into St. Elizabeth Center.

- Ability to drive a box truck for pick-up of food and donations. (Valid Driver's License and proof of automobile insurance is required)
- Establish and maintain rapport with vendors, collaborating agencies, and stakeholders.
- Complete all required training as needed.
- Establish and maintain rapport with staff and volunteers to ensure a positive experience and a productive work environment.
- Maintain a safe working environment for all areas of the building.
- Perform other duties as assigned.

Supervision For: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. A valid Driver's License is required.

Education and/or Experience: High school diploma or general education degree (GED); a minimum of six months of managerial experience is preferred. Must obtain a food and sanitation license and keep certification current during employment.

Language Skills: Ability to read, analyze and interpret governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages and apply concepts to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: 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 individuals with disabilities to perform essential functions. The physical demands of this position are varied and cover both indoor and outside activities. It requires the ability to lift 35 to 70 pounds.

Directive: Understand and adhere to the ethical and moral norms of the Catholic Church and its principles of charity and justice, the teachings of the Catholic Church, the Employee Handbook, and all Diocesan policies and procedures.

All offers of employment are conditional pending criminal history background and reference checks and approval to hire.

To Apply: Email cover letter and resume to Tracy Dixon, St. Elizabeth Center Program Director, tdixon@rockforddiocese.org.

Application Period: August 11, 2025, to August 29, 2025, or later, until position is filled.