



Seeking Full-time Operations Assistant

Common Pantry is seeking a full-time operations assistant. This role assists with the operations of food programs, including but not limited to the purchasing and procurement of food pantry items, sorting and stocking of inventory, quality control, data entry, and registration of clients. This position is overseen by the Executive Director with day to day supervision monitored by our Food Programs Manager.

Job Description

Inventory and Space Management (40%)

- Lead volunteer teams with weekly receiving, unloading, sorting, stocking, transporting of goods within pantry
- Assist with training new in-person volunteers for each shift
- Responsible for preparing areas for weekly distribution sessions that occur Wednesdays and Thursdays
- Assist with development and ongoing monitoring of food safety program and standards
- Lead for setting and executing weekly cleaning schedule for all spaces
- Assist with ways to address last minute online cancellations and help team evaluate ongoing need for volunteer shifts to maintain operations

Resource Acquisition (20%)

- Provide transportation support as driver and be able to shop for senior home delivery, hot lunch and additional food purchases for pantry distribution
- Provide transportation as a backup driver for various volunteer-drivers for food rescue, holiday programming, emergency home deliveries, etc.
- Responsible for working with supervisor on vehicle maintenance
- Identify and coordinate new supply partners and sources
- Maintain inventory for food drive equipment and materials

Client Registration and Admin (30%)

- Lead client registration during all weekly distribution sessions, including onboarding new clients, checking in returning clients, and messaging important announcements
- Assist with coordination of food drives and donations with community partners and individuals
- Monitor and assist with documenting community in-kind donations

Special Projects (10%)

- Act as lead operational staff member for senior home delivery program (procuring food items, setting up bags for packing, checking volunteer retrieval of packed items, etc.)
- Help with annual pantry audit and provide support during holiday programming
- Assist with volunteer and donor events and outreach

Candidate Profile

- An understanding of, and belief in, the importance of food security for everyone
- Strong preference given to Spanish speaking candidate
- Experience working in an operations or logistics role, food and/or customer service preferred
- Ability to work in a fast-paced environment and eager to work directly with the public
- Basic computer skills required and comfortable learning digital platforms and data entry with training
- Capacity to work independently, with a team, and open to contributing ideas to improve the organization
- Valid driver's license with ability to drive medium size commercial vehicle
- A current Food Service Manager Certification or willingness to obtain within 3 months of hire
- Ability to lift up to 50 lbs. for food handling/restocking
- Ability to work a flexible schedule—Wed. evenings and occasional Saturdays

For the safety of our clients, volunteers, and staff, Common Pantry requires all staff to be fully vaccinated against COVID-19. Job offers are contingent on proof of vaccination or medical/religious exemption.

Schedule & Salary

- Monday-Thursday schedule with flexible hours Friday
- Occasional Saturdays (for any assistance with home delivery that occurs once a month or partner pick-ups, food drive receiving, etc.)
- Medical, Dental and Vision package available with bi-monthly employee stipend provided. PTO, 10 paid holidays and week between Christmas and New Year off for end-of-year organizational closure.
- Professional development opportunities available
- Salary starting \$18/hour or commensurate with experience

Application Hiring Process

Common Pantry is deeply interested in finding the best candidate, even if you don't meet every aspect of the profile listed above. We are investing and growing our team alongside our move into our new space and look forward to having a conversation with a variety of candidates.

The hiring process will include submission of a **resume, cover letter**, and **one round of in-person interviews** followed by finalist interviews. Applicants will be reviewed daily with the first review taking place in early August. The anticipated start date for this position is August or early September 2023.

Common Pantry does not discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.

Common Pantry is a 501 (c)(3) organization and was established in 1967 on Chicago's north side. We are Chicago's oldest continually operating food pantry. Our mission is to meet the emergency food needs of our community through weekly food distributions, home delivery service to elderly clients, a hot lunch program and a monthly distribution of fresh fruits and vegetables.

No phone calls, please

Qualified candidates should email resumes to director@commonpantry.org and indicate "Operations Assistant Position" in the subject line.

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