



# COMMON PANTRY

Healthy food and support for a strong community.

## Seeking Full-time Bilingual Operations Coordinator

Common Pantry is seeking a full-time Spanish speaking Operations Coordinator. This role coordinates 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, upholding food safety standards, maintaining a regular cleaning schedule, coordinating volunteers during shifts, data entry and registration of clients. This position also includes managing two part-time staff. It is overseen by the Executive Director with day to day supervision monitored by our Food Programs Manager.

### Job Description

#### *Inventory and Pantry Management (40%)*

- Manage two staff members: PT Operations Specialist and PT Procurement Specialist
- Lead volunteer teams with weekly receiving, unloading, sorting, stocking and/or transporting of goods within pantry
- Assist with training new in-person volunteers for each shift
- Responsible for preparing areas for four weekly distribution sessions
- Support nutrition program initiatives such as SWAP (e.g. suggesting high inventory items for sampling and distributing recipe bags)
- Co-manage the ongoing monitoring and maintenance of food safety program protocols and standards including reducing food waste
- Lead for setting, executing and managing weekly cleaning schedule for kitchen, pantry and waiting area
- Provide weekly inventory updates to Food Program Manager to ensure pantry surpluses are properly tracked
- Assess inventory of diapers and place monthly order with Share Our Spare
- Assist with addressing last minute online volunteer cancellations and work with team to evaluate ongoing needs for shifts to maintain operations
- Ensure process of documenting in-kind donations are maintained for accuracy

#### *Resource Acquisition (20%)*

- Provide transportation support as backup driver for the procurement specialist (includes picking up purchased items for pantry distribution and senior home delivery and completing rescue hub pickups, food drives, holiday programming, etc.)
- Notify all rescue hub donors of scheduling or weather changes that affect the regular pickup schedule and rescue hub partners of changes that affect drop off schedules
- Assist team in identifying and coordinating new supply partners and sources

### *Client Registration and Administration (30%)*

- Lead client registration during weekly distribution sessions, including onboarding new clients, checking in returning clients, messaging important announcements and maintaining all necessary supply levels for the check-in process
- Oversee the input of food rescue data into Meal Connect
- Assist with coordination of food drives and donations with community partners and individuals

### *Special Projects (10%)*

- Supports Social Services Manager with senior home delivery program inventory procurement
- Provide support during holiday and other one-off programming
- Lead annual food inventory audit
- Collaborate with team on strategic visioning and organizational goals
- Support Community and Outreach Coordinator with administration of PantryEasy online ordering system, communication with program developer, and guest technology support

### **Candidate Profile**

- An understanding of, and belief in, the importance of food security for everyone
- Conversational Spanish speaking candidates only
- Experience working in an operations or logistics role, food and/or customer service preferred
- Proven ability to work in a fast-paced environment, prioritize competing tasks in real time and eager to work directly with the public
- Management experience preferred
- Capacity to work independently, with a team and open to contributing ideas to improve the organization
- Basic computer skills required and comfortable learning digital platforms and data entry with training
- Strong and clear communication skills and the ability to communicate effectively with a diverse pool of guests, staff, volunteers, and partners
- Valid driver's license with ability to drive medium size commercial vehicle
- A current Food Service Manager Certification or willingness to obtain within 2 months of hire
- Ability to lift up to 40 lbs. for food handling/restocking
- Ability to work a flexible schedule—mandatory Wednesday 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
- Eligible 401K retirement plan after 6 months with employer contribution
- Professional development opportunities available

- Starting rate \$22-\$24/hr and based on relevant 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. The anticipated start date for this position is February 28th, 2025.

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 nutrition education.

\*No phone calls, please\*

Qualified candidates should email resumes to [director@commonpantry.org](mailto:director@commonpantry.org) and indicate "Operations Coordinator Position" in the subject line.

**Common Pantry | 3908 N Lincoln Avenue Chicago, IL 60613 | 773.327.0553**