



## **Common Pantry seeking a Part Time Operations Coordinator**

Common Pantry is seeking a part-time Operations Coordinator. This role assists with the operations of Common Pantry food programs, including but not limited to the purchasing and procurement of food pantry items, data entry, quality control, monthly statistics and reports as required. This position is overseen by the Executive Director with day to day supervision monitored by our Program Manager.

### **Responsibilities Include:**

- Assist with program activities such as weekly food distribution, monthly produce distribution and home delivery service.
- Complete weekly food order from the Greater Chicago Food Depository.
- Coordinate logistics for food drives, large donations and seasonal meal give-a-ways. This may include picking up donations.
- Manage volunteer schedules for those participating in food programs. Duties may include participating in volunteer training, coordinating shift calendars and following up with absent and first-time volunteers.
- Assist with administrative duties including volunteer tracking and scheduling, as well as monthly distribution reports.
- Attend any training required by the Greater Chicago Food Depository.

### **Candidate Requirements:**

- Experience working in an operations or logistics role; experience with food and/or client service preferred.
- Valid driver's license with ability to drive medium size commercial vehicle.
- A current Food Service Manager Certification or ability to obtain within 3 months of hire.
- Proven ability to work independently and as a member of a team.
- Ability to speak and understand conversational Spanish.
- Working knowledge of Google Suite, Microsoft Office Suite, Excel; agency related data management and CRM experience preferred though not required.
- An understanding of, and belief in, the importance of food security for everyone.

- Ability to lift up to 50 lbs. for food handling/restocking.
- Ability to work a flexible schedule—Wed. evenings and occasional Saturdays.

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.

Hourly rate range is \$15-\$18 per hour and based upon candidate qualifications and experience.

\*No phone calls, please\*

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

We are located at 3744 N. Damen Avenue Chicago, IL 60618