



## **Contract Procurement Driver**

Common Pantry is seeking a part-time (20 hrs/week), contract procurement driver, with potential to become a permanent, part-time staff position with benefits in the coming fiscal year. This position's main responsibility will be as the primary driver for Common Pantry's food rescue hub program, under the supervision of the Food Programs Manager. This program rescues food weekly from grocery retailers and distributes to pantry partners in the area. Secondly, this position will assist with other internal programming shopping, pickups, and deliveries as needed.

### **Job Responsibilities**

#### *Food Rescue Hub Program (80%)*

- Manage daily routes each week to pick up food rescue at agreed upon retailers utilizing Common Pantry's refrigerated transit van
- Load and transport product to Common Pantry and designated pantry partners on scheduled days
- Provide GCFD-provided receipts to all partners upon delivery
- Take accurate temperature readings of product both upon pickup and delivery and send to appropriate staff member for documentation
- Spearhead relationship-building with retailers and pantry partners
- Be an expert in knowing retailer-specific loading and storage policies and locations
- Communicate any changes or feedback between partners and Common Pantry

#### *Internal Transport Needs (20%)*

- Assist with other programming shopping, pickups or deliveries as needed (i.e. monthly diaper pickup from diaper supply partner, monthly grocery pickup for senior home delivery program, etc.)
- Assist with special holiday programming pick up needs (turkey and ham dinner pickups)

### **Candidate Profile**

- An understanding of, and belief in, the importance of food security for everyone
- Capacity to work independently, with a team, and open to contributing ideas to improve the program and organization
- Likes building and deepening relationships with consistent partners and staff members
- Adaptable on the road and with partners
- Experience working in an operations, logistics, and/or customer service preferred
- Ability to manage driving routes within Chicago
- Ability to lift up to 50 lbs. for loading/unloading goods in and out of vehicles
- Must be willing to undergo a MVR screening
- Maintain appropriate record-keeping of mileage and use of vehicle
- Must have and maintain a safe driving record while operating organization vehicle and adhere to Common Pantry's internal drivers policy upon position acceptance

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.



# COMMON PANTRY

## Schedule & Salary

- Monday-Friday schedule, total up to 20 hours/week
  - MWF: approximately 8:30am - 2pm (pick up from 6-7 retailers per day)
  - Tuesday: approximately 9am - 10am (pick up from 1 retailer)
  - Thursday: approximately 10am - 11am (pick up from 1 retailer)
- Salary starting \$23/hour with a signing bonus of \$1000

## 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 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 if needed. Applicants will be reviewed daily with interviews scheduled individually until the position is filled. **The anticipated start date for this position is September 23rd, 2024.**

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](mailto:director@commonpantry.org) and indicate "Contract Procurement Driver Application" in the subject line.

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