



4100 West Ann Lurie Place  
Chicago, IL 60632-3920  
773-247-FOOD  
chicagosfoodbank.org  
BancoDeAlimentosChicago.org

**Apprentice Title:** Procurement Apprentice  
**Department:** Procurement  
**Mentor Title:** Director of Food Rescue Initiatives

### General Description

The Greater Chicago Food Depository is seeking apprentices to support our mission work to end hunger in Cook County. The Food Depository is a part of the Feeding America network, which is the largest domestic hunger-relief organization in the United States. The Procurement Apprentice plays a role in supporting the organization's sourcing activities across all procurement channels (e.g., purchasing, donations, government, etc.). This includes administrative support critical to receiving, processing, and confirming purchase and donation orders, as well as stewarding product donors to strengthen relationships. This position is designed to provide valuable experience and mentorship to advance the apprentice's career in procurement, supply chain operations, customer service, or account management.

### Key Responsibilities and Essential Functions

- Serve as a point of contact for procurement inquiries, effectively communicating the needs and mission of the organization while providing top-level customer service to internal and external partners.
- Provide administrative support for USDA procurement activities, including The Emergency Food Assistance Program (TEFAP) and the Commodity Supplemental Food Program (CSFP).
- Provide administrative support for purchasing activities, including entering purchase orders, following up with vendors, and payment reconciliation.
- Work cross-departmentally to ensure a positive partner experience by facilitating timely communication regarding product evaluation, logistics (including scheduling), and distribution of donations.
- Process donation orders and receipting for product donations, ensuring accuracy and completeness of records.
- Support donor engagement efforts through outreach, relationship management, and stewardship activities.

### Qualifications

- Excellent interpersonal skills, with an ability to communicate effectively over the phone, via email, and in person.
- Strong organizational skills, including careful proofreading and meticulous data monitoring.
- Ability to learn new databases and familiarity with use of spreadsheets and data visualizations.
- Ability to solve problems collaboratively and diplomatically.
- Proficiency in Microsoft 365 applications preferred.

### Exposure

- Must remain enrolled at City Colleges and in good academic standing (minimum GPA: 2.5) for the duration of the apprenticeship.
- Must have no less than 30 credits by the end of Spring 2026 with the goal to complete an Associate's Degree by the end of the Spring 2027 semester.



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## Exposure (Continued)

- Available to apprentice **20 hours per week** during school for shifts no fewer than 4 consecutive hours each during operating hours of Monday through Thursday, 8:30am to 5pm. More than 20 hours per week can be accommodated. The apprenticeship will be **in-person, with the opportunity for a hybrid schedule after 90 days of proven work performance**. Apprentices approved for hybrid remote work must perform the majority of the work in-person (60% or more). Remote days are offered typically on Mondays and Fridays, with Tuesday-Thursday in person. More than 20 hours per week may be accommodated, especially during school breaks, with an approved request in advance.
- General office environment with occasional exposure to a warehouse environment and occasional travel to donor sites throughout Cook County; a personal vehicle is preferred but not mandatory.
- Interacts with Food Depository staff, partner organizations, donors, and vendors.

## Compensation

\$21/hour apprenticeship wage

## Benefits

- Professional development throughout the apprenticeship such as Financial Health, Digital Literacy, Advocacy, Networking, etc.
- Onsite wellness center with ample, advanced fitness equipment.
- \$5 daily credit to Fooda lunch provider; Fooda is an on-site, pop-up food vendor at the Food Depository Monday through Thursday each week with rotating vendors and menu offerings.

## How to Apply

1. **Review** this job description
2. **Submit** your resume and cover letter in the form below
  - Your resume should outline your:
    - Education
    - Work experience (including part-time roles, internships, or relevant coursework)
    - Skills and certifications (if applicable)
  - Your cover letter should address:
    - Understanding and alignment with our mission
    - Desired professional learning goals for the apprenticeship
    - Strengths and curiosity that you will bring to the team
    - Education and career goals upon completion of your associate's degree