



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

Apprentice Title: Supply Chain & Operations Apprentice

Department: Operations

Mentor Title: Supply Chain Analyst

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 Supply Chain & Operations apprentice would be a member of the Supply Chain team residing in the warehouse, supporting the analysis & enhancing of process around inventory short-term & long-term movement and fulfillment, operations efficiency, and distribution of food to our neighbors. The role assists the Supply Chain Analyst with administrative duties as needed.

Additionally, the Supply Chain apprentice would aid in daily operational tasks that will serve as a fertile ground for meaningful, hands-on education surrounding our supply chain process, internal operations, and supply chain metrics & reporting, as well as exposure to the warehouse environment.

KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Daily operations – assist with daily tasks of inventory fulfillment, order creation, and other formal, routine operation processes
- Analysis – pull operational data to boost larger strategic discussions regarding efficiency, inventory processes, and distribution methods
- Insights – use critical thinking to synthesize data across sources into meaningful reporting metrics along with looking at data from different angles to produce helpful insights for the team
- Data Maintenance – assist in ERP master data maintenance and set ups for Inventory Control and outbound orders
- Systems Management – brainstorm technological enhancements and testing of processes in operational ERP and other systems
- Modernizing – work with the team to develop more modern ways of working and sustainable, environmentally friendly processes

QUALIFICATIONS:

- Must remain enrolled at City Colleges and in good academic standing (minimum GPA: 3.0) 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
- Familiarity with Microsoft Office software
- Beginner experience with Microsoft Excel
- Other computer skills such as filing management, calendar / time management, corresponding/sharing files with team members in Microsoft Teams
- Organization skills of physical items necessary

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QUALIFICATIONS (Continued):

- Be available to work for a mandatory minimum of **20 hours per week** during school for shifts no less than 4 consecutive hours each during operating hours 9:00am – 5:00pm, in person, Monday through Friday. The apprenticeship will begin as an **in-person role, with the opportunity to have 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.
- Be committed to seeking full-time employment in the warehouse operations or supply chain industry after the apprenticeship
- Able to take direction and feedback, as well as problem solve

EXPOSURE:

- The Supply Chain and Operations apprentice will primarily work in the office space in the warehouse but occasionally walk the warehouse floor as needed
- Working with paperwork in tandem with computer software

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

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