



**Chatham Outreach Alliance Inc.**

**Pantry Assistant / Driver**

**Job Ad**

**Job Posting: Pantry Assistant / Driver**

CORA (Chatham Outreach Alliance), a non-profit organization dedicated to combating food insecurity in Chatham County, is seeking a **Pantry Assistant / Driver** to support operations at our Pittsboro and Siler City locations. This role involves managing food inventory, assisting with pantry operations, ensuring food safety, and driving CORA vehicles for food deliveries and pick-ups (no CDL required).

Key Responsibilities include receiving and tracking food donations and inventory, distributing food, ensuring food safety and compliance, and collaborating with volunteers, donors, and clients to foster a positive environment. This role will also involve driving one of CORA's box trucks from time to time. No CDL is required.

**Proficiency in Spanish is required.** The ideal candidate will be familiar with Siler City and western Chatham County communities, possess strong communication, organizational, and customer service skills, have the ability to lift 50–75 lbs., and work in a fast-paced environment. A high school diploma along with previous warehouse, food service, and/or retail experience is preferred. The ability to operate warehouse equipment (forklift, stacker, pallet jack) is a plus. CORA offers excellent benefits. The hiring range for this position will start at \$40,000.

This is an on-site role requiring some evening or weekend work. Join CORA and help make a meaningful impact in your community! To apply, send cover letter and resume to [melissa@corafoodpantry.org](mailto:melissa@corafoodpantry.org).

**Apply today to be part of our mission to fight hunger with compassion and care.**



**Chatham Outreach Alliance Inc.**

**Pantry Assistant / Driver**

**Job Description**

Job Title: Pantry Assistant / Driver  
Classification: Full-Time-40 hours, Exempt  
Reports to: Pantry Manager(s)

CORA (Chatham Outreach Alliance) is a non-profit organization that provides nutritious food to community members facing food insecurity. Founded in 1989, CORA has served the community with kindness, compassion, and dedication to ensure that families in need do not experience hunger.

#### Position Summary

The Pantry Assistant / Driver reports directly to the Pantry Manager(s) and is responsible for food pantry management and assistance in CORA's Pittsboro and Siler City locations as it relates to set-up and break-down, food distribution, food storage, and food safety. The Pantry Assistant / Driver is also responsible for receiving purchased and donated food, maintaining accurate records, and tracking inventory. The Pantry Assistant / Driver will be called upon to drive one of the CORA vehicles from time to time to deliver and pick up food. A CDL is not required.

With the direction of the Pantry Manager(s) the Pantry Assistant / Driver will continuously search for new avenues for improving overall safety, efficiency, compliance, inventory and tracking systems.

#### Duties and Responsibilities

Receiving and Inventory Management:

- Receive incoming food, via both donations and shipments.
- Confirm all shipments and donations are complete and correct.
- Contact suppliers to resolve any shipping/ receiving issues.
- Ensure Pantry Manager(s) has necessary invoices and/or packing receipts.
- Monitor Pantry inventory at both Pantry locations and re-stock as appropriate.
- Track the movement of merchandise in the Pantries, Warehouse, and all other food storage facilities.
- Advise Pantry Manager(s) when supplies of food items and/or general Pantry supplies are low so the Pantry Manager(s) can place appropriate orders.
- Read planograms and set up/rearrange Pantries displays according to planograms.

#### Pantry Management:

- Assist Pantry Manager(s) during client service hours, rotating between Pantries in Siler City and Pittsboro.
- Serve as a liaison between donors, clients, and volunteers.
- Assist Pantry Manager(s) in the equitable distribution of food to clients, ensuring fairness and dignity of service.
- Coordinate activities with the Pantry Manager(s) and volunteers to ensure efficiency in the Pantry.
- Implement systems to minimize waste, ensure efficient use of resources, ensure compliance, and maximize safety in the Pantries.
- Assist Pantry Manager(s) with the distribution of food via CORA's food delivery and CORApacks programs.

#### Quality Control and Food Safety:

- Monitor food quality, safety, and compliance standards, adhering to FBCENC and other relevant regulations and guidelines.
- Conduct regular inspections of the Warehouse and Pantries to ensure cleanliness and compliance with health and safety protocols.
- Implement corrective actions as needed to address any issues related to food safety or quality, and/or overall safety.

#### Other Duties and Responsibilities:

- Collaborate with the Development and Communications team by providing updates on noteworthy activities and events, ensuring timely and engaging content for social media and the website.
- Engage with clients to understand their needs and capture stories highlighting CORA's impact. Collaborate with the Development and Communications team so they can create content that humanizes our mission and inspires support.
- Foster a welcoming, productive and safe environment.
- Demonstrate excellent customer support and service.
- Maintain the ability to manage frequent interruptions.
- Deal with diverse populations facing a variety of needs with tact and discretion.
- Drive any one of CORA's three box trucks to assist in the pick-up and delivery of food on an as needed basis.

#### Qualifications and Experience:

**MUST BE PROFICIENT IN SPANISH.** The ideal candidate will be warm, friendly, compassionate, and empathetic. He/ she will be very familiar with the Siler City community and communities in the western part of Chatham County. He/she will be responsible for enforcing CORA's policies in a firm but considerate manner. Excellent verbal communication skills are essential. Strong customer service, work ethic, and organizational skills are equally necessary. The candidate must be comfortable working

independently in a fast-paced environment. This job has a moderate physical aspect associated with the work. Must be able to lift 50 -75 lbs. continuously throughout client service hours. An excellent driving record is required as some travel is necessary. A high school diploma is strongly preferred. The ability to operate warehouse equipment (forklift, stacker, pallet jack) is a plus. Food service, customer service, and/or nonprofit service skills are a plus.

Supervises Activities of:  
Volunteers

Working Conditions:

General office and warehouse environments. Regular evening and/or weekend work may be required. This position cannot be worked remotely.

#### Salary and Benefits

CORA provides employer-paid health, vision, and dental insurance, an employer-match retirement program (after one year of employment), short-term disability insurance, 12 days of PTO per year, and 12 regular holidays plus 3 floating holidays. Hiring range for this position is \$40,000 - \$42,000.

The above statements are intended to describe the general nature of the work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

CORA is an equal opportunity employer and values diversity in the workplace.

Approved by: Melissa Driver Beard

Date: January 2025