

LOS ANGELES REGIONAL



Position: Production Coordinator  
Supervisor: Production Manager  
Status: Hourly/ Non-exempt

*Seeking a Production Coordinator who is passionate about providing thousands of pounds of food to the community of Los Angeles and values a safe and productive working environment*

**Fighting Hunger. Giving Hope.**

The Los Angeles Regional Food Bank is a growing non-profit organization that believes in finding relief for hunger and food insecurity. We are a passionate group of individuals looking to expand our team with those who are also passionate about fighting hunger in the Los Angeles County. We prove to be successful in providing more than 300,000 clients on a monthly basis and distributed 67 million pounds of food in 2018 to the children, seniors, working families and veterans who struggle to find sufficient food. We work with more than 600 agencies, such as churches, schools and other community outreach programs, to fulfill our goal and distribute food to the community. We strive to mobilize resources and accomplish our objectives by valuing respect, stewardship and accountability, collaboration, urgency, service, integrity and diversity.

#### **This job is for you if you...**

- Have a passion for our mission and objectives to alleviate hunger in the community and want to engage in meaningful work
- Possess excellent interpersonal and communication skills to interact with volunteers, employees, and a supervisor
- Pay attention to detail and understand the importance of food safety
- Seek competitive benefits from an organization who appreciates their employees

If this sounds like what you're looking for and our company mission truly inspires you, you are the perfect fit to join our team.

#### **Here's what an ordinary day might look like...**

- *You will oversee work groups to ensure accurate and safe production of food kits and boxes in Food Rescue Program (FRP) and Gleaning Room*
- *You will provide food safety and production-specific training to all workers, ensuring compliance with food and general safety requirements*
- *You will manage the working area and assure appropriate labels and tags are placed accurately to sort finished products and properly store finished goods*
- *You will track production using daily production logs and prepare poundage reports daily*
- *You will sort and dispose product tagged for disposal and keep track of poundage for waste reports*

#### **Requirements for this position**

- High School Graduate or equivalent

- Familiar with Microsoft Office Suite and basic computer functions to be able to prepare emails
- Must be able to lift, push, pull and carry 40 pounds and operate manual and electric jacks and forklifts.

### **Benefits at the Los Angeles Regional Food Bank**

- Health and Wellness Programs
- Medical, dental, vision, flexible spending accounts
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan- 50% match up to 3% of comp
- Employee Assistance Program
- Vacation: 2 Weeks
- 9 paid Holidays
- Sick Time: 8 days per year
- Overtime Saturday work is optional

The Los Angeles Regional Food Bank is proud to be an “Equal Opportunity Employer.”

If you are interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> or e-mail your résumé and cover letter to [jobs@lafoodbank.org](mailto:jobs@lafoodbank.org)

To learn more about the LA Food Bank, please contact us or visit our website for more information.