

LOS ANGELES REGIONAL FOODBANK

JOB AD

Job Title: Warehouse & Operations Clerk
Status: Non-Exempt
Location: Los Angeles, California
Supervisor: Warehouse & Logistics Manager

Los Angeles Regional Food Bank is a nonprofit organization that distributes food to over 900 charitable agency sites located throughout Los Angeles County. The Food Bank is one of the largest in the country with an annual budget of \$10 million, a 96,000 square foot facility, and a staff of over 100 employees supplemented by volunteers. We are located just south of Downtown Los Angeles, 10 minutes east of the Staples Center. The mission is to mobilize resources to fight hunger in our community. Join our team as we continue to impact the lives of over 1,000,000 people each year.

Principal Function:

Has general responsibility for administrative oversight of Warehouse/Operations documents, files, and reports, working with Production Supervisors and Warehouse & Logistics Manager to ensure all the clerical duties of the warehouse and FRP, including inputting orders, filing, and answering phones. Responsible for ensuring the timely and accurate reports consistent with Food Bank objectives.

Supervision Received:

- Receives general supervision from and reports to Warehouse & Logistics Manager.

Responsibilities:

- Maintain inventory records. Update records after every inward and outward movement of goods and submit weekly/ monthly report to management.
- Coordinate between the office, warehousing and operations activities. Communicate with all concerned personnel.
- Notifies departments of shipping or receiving schedules and of any operations problems.
- Processes check requests and other paperwork for the operation.
- Assist staff in creating a system for responding to telephone and written requests for warehousing information.
- Maintain office supplies on hand and ensuring timely replenishment.
- Confirm completion of orders and compliance with specified details
- Be able to travel to different location and cover any needs from another clerk office.
- Maintain vacation and attendance calendars for both operations.
- Prints out daily picking list and separates cooler/freezer. Files all picking lists by time and day.
- Prepares daily log sheet of charities that pick up orders.
- Keeps log on which orders were picked by which warehouse staff, time it took to pull order and how many orders each staff member pulled daily.
- Keeps record of warehouse orders pulled by warehouse staff.
- Prepares weekly and monthly Dext reports.
- Files all destruction tags by month and day.
- Prepares daily activity sheet for Gleaning Room.
- Prepares daily activity sheet for FRP.

- Prepares shipping report, transfer sheets, destruction tags, and invoices for FRP.
- Prepares invoices for shipments to other food banks.
- Prepares all check requests on warehouse purchase orders, ensuring correctness of invoice including verifying that all items have been received and that the amount is correct.
- Assists in the gleaning operations including, but not limited to, writing destruction tags.
- Answers phones in the warehouse office and records messages as necessary.
- Prepares weekly department report.
- Assists in Inventory Control Department when assigned by Operations Manager / Warehouse Manager.
- Performs other such duties as assigned by supervisor.

Competencies

- The individual emphasizes organizational values in their work activities and demonstrates professionalism in all activities.
- The individual synthesizes available information to draw proper conclusions, seeking clarity and direction from supervisor when needed.
- The individual identifies and resolves problems in a timely manner along with gathering and analyzing information skillfully.
- The individual speaks clearly, listens carefully, and manages feelings and emotions in positive or negative situations.
- The individual prioritizes and plans work activities according to priorities, uses time efficiently and works with supervisor to develop realistic action plans.
- The individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

To perform this job successfully, an individual must be able to perform each responsibility, competency, and essential function satisfactorily. The requirements are a representative of the qualifications, knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

- Minimum of 2 years experience in a CPG (Consumer Packaged Goods) environment. Some experience with reporting systems, ensuring compliance to standard operating procedures (SOP).
- Good numeracy skills; must possess a methodical approach to work
- Excellent analytical and interpersonal communication and problem-solving skills, along with the ability to provide clear and concise instructions, both verbally and written. Prefer bilingual English/Spanish
- Good computer skills in Microsoft Office; Excel, Word and Gmail
- High degree of integrity and attention to detail in all job functions
- Ability to work effectively with all levels of workforce

WORKING CONDITIONS:

Standard warehouse conditions apply. Long hours spent sitting some standing and walking, crouching, bending and reaching may be necessary. Good eye-hand coordination for data entry, filing, etc.

We offer a competitive benefits package, including comprehensive medical, dental and vision plans; life insurance; Employee Assistance and long-term disability plans; flexible spending accounts and a 403(b) retirement savings plan. If interested in this position, please apply directly

at **jobs@lafoodbank.org** with resume, cover letter & Salary Requirements. No phone calls; principals only.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check. The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."