

## LOS ANGELES REGIONAL FOODBANK JOB DESCRIPTION



Fighting Hunger. Giving Hope.

**Job Title:** WAREHOUSE STAFF

**Status:** Hourly/Non-exempt, Union

**Supervisor:** Warehouse Managers, Production Supervisors (as assigned)

### **Company:**

Since 1973 the Los Angeles Regional Food Bank has distributed more than 1 billion meals out to our communities. The Mission of the Food Bank is to mobilize resources to fight hunger in our community. It provides food to more than 300,000 clients on a monthly basis and, in 2016, distributed 67 million pounds of food, the equivalent of 55 million meals. The Food Bank collects food from hundreds of resources, which it distributes through a network of 625 partner agencies throughout Los Angeles County. With the help of more than 30,000 volunteers annually, 97 percent of all revenues go directly to programs.

Los Angeles Regional Food Bank employees are hired based not just on their skills, but also their commitment to our mission and the work we do to help people that live with food insecurity. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles.

Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity, and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all its employees. Los Angeles Regional Food Bank is dedicated to having an excellent staff who will serve our community and our clients in need. Join us!

### **Principal Function:**

Handle incoming products in the warehouse in a safe and timely manner, fills orders, stocks racks, keeps facility clean and rotates stock.

### **Supervision Received:**

Receives main supervision from and reports to Production Supervisor, Warehouse Manager or designated Management Team Member.

### **Principal Duties:**

Must maintain regular and predictable on-site attendance in order to fulfill all principal job duties.

Fills and documents orders in a timely and efficient manner. Maintains quality and ensures accuracy of orders completed.

Operates pallet jacks (electric and manual) and forklifts in a safe manner. Complies with all safety requirements such as inspection reports and prompt notification of equipment issues.

Unloads trucks using pallet jacks.

Tags incoming products according to category. Verifies accuracy of tagged items; notifies supervisor of quality or accuracy concerns.

Refers questionable receipts to supervisor.

Inspects and sorts products. Advises supervisor of food safety or chemical safety concerns.

Palletizes products according to established safety protocols.

Stocks product to its corresponding rack areas.

Rotates stock in accordance with established protocols as needed.

Participates in physical inventory.

Helps with movement or maintenance of equipment.

Complies with housekeeping requirements. Aides in maintaining the safety and cleanliness of the facilities at all times.

Works effectively with other staff members at all levels of responsibility within the Foodbank.

Performs other such duties as assigned by supervisor.

***Other Duties***

Ensures all department documents are completed accurately and in a timely manner.

Maintains good safety and security habits in or around the work area.

Assist in resolving any discrepancies. Elevates concerns to supervisor immediately.

Works in freezer and refrigerated rooms as needed (Cooler/Freezer).

**Qualifications:**

18 years of age or older.

Must be literate in English in order to read and understand work documents.

Ability to lift 40 pounds.

Ability to operate forklifts and pallet jacks (electric and manual) in a safe manner.

Ability to understand bills of lading, receiving documents, inventory documents, product order forms, and any other documents relevant to department.

Good communication skills.

**Physical Demands:**

Must be able to sit, stand and walk for extended periods of time.

Able to lift minimum of 40 lbs throughout the shift.

Must be able to handle stress caused in meeting deadlines with tight deadline requirements.

**Work Environment:**

Exposure to elements such as odor, noise, dust, heat, or cold.

**Desirable:**

Forklift experience and/or forklift certification.

Interest in the problems of hunger and poverty.

**Benefits:**

We offer a competitive benefits package:

Medical, dental, vision, flexible spending accounts.

Employer paid Life Insurance and Long Term Disability

403(b) retirement savings plan

Employee Assistance Program

Vacation: 2 Weeks for the first 3 years.

Sick Time: 6 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé and salary requirements.

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".