

LOS ANGELES REGIONAL FOOD BANK

JOB AD

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

Company: Los Angeles Regional Food Bank is a nonprofit organization that distributes food to over 625 charities throughout Los Angeles County. The Food Bank is one of the largest in the country with an annual budget of \$16 million, a 96,000 square foot facility, and a staff of 120 employees supplemented with volunteers. The Food Bank is located in South LA, 10 minutes east of the Coliseum.

Principal Function:

Has general responsibility for administrative oversight of warehouse labor, distribution, and poundage reports as well as DOT document and files, working with Logistics Coordinator and Warehouse & Logistics Manager to ensure daily logs and inspections sheets are completed and on file. Provides assistance to Logistics Coordinator to ensure donor pick-ups are appropriately scheduled. 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.

Principal Duties:

The Warehouse & Logistics Assistant is responsible for administrative record-keeping of warehouse labor and distribution reports and DOT documents. The Warehouse & Logistics Assistant will serve as back-up to the Logistics Coordinator in the case of absence. The Warehouse & Logistics Assistant will work diligently with internal and external team members to coordinate efforts.

Responsibilities:

- Maintain accurate and timely records, which may include, but not limited to, maintaining and updating order tracking, delivery reports, timesheet logs and other driver information, updating Fleet information, entering and processing Fleet usage information into Excel files, processing driver post trip activities and logs.
- Works with manager to ensure compliance of Federal, State and Municipal laws and regulations, company work rules, regarding operations of trucking equipment.
- Maintains hard copy and electronic files with regard to inspection sheets, licensing, certification, etc.
- Serves as back-up to the Logistics Coordinator in the case of absence. Will develop the next day's dispatch schedule and re-route last minute changes based on donor cancellations, driver absences, etc.
- Assist the Logistics Coordinator with scheduling the fleet for PM Service and repair.
- 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 transportation activities. Communicate with all concerned personnel.
- Notifies departments of shipping or receiving schedules and of any logistics 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.
- Assists with other duties as assigned.

Qualifications:

- Associate's Degree from an accredited college or university or equivalent education and training through minimum three (3) years on the job experience
- Minimum of 3 years' experience in a food distribution/operations 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 willingness to abide by Food Bank Values.
- 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. Some lifting up to twenty (20) lbs. on infrequent basis. 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 résumé, cover letter & 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".