



Distribution Specialist

Are you interested in using your purchasing and customer service experience to make the difference in the lives of 116,000 Alameda County residents every month? Are you a proactive problem solver with an avid attention to detail? Are you inspired by work where you can make the difference in the lives of others? If so, the Alameda County Community Food Bank could be looking for *you* as our next **Distribution Specialist!**

The Distribution Specialist manages the logistics of ongoing distribution activities to ensure excellent customer service and accurate allocation of product to member agencies and Food Bank programs. This position supports the achievement of our distribution goals by working closely with other members of the Warehouse and Supply Chain teams to ensure our system inventory is accurate, and that orders are written correctly and ready for delivery in a timely manner. Additionally, the Distribution Specialist is the primary point person for questions or problems related to orders and/or order delivery and works very closely with our member agencies to troubleshoot issues.

KNOWLEDGE, SKILLS AND ABILITIES

- 2-3 years' experience in an inventory management or order writing role.
- Excellent customer service skills and the ability to build strong, collaborative customer relationships.
- Working knowledge of supply chain management. Experience with food or other dynamic inventory preferred.
- Highly organized and able to handle multiple tasks in a fast-paced environment.
- Intermediate computer skills, including proficiency with the MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Comfort and experience working with databases; including demonstrated ability to maintain/update accurate records, perform queries, compile data and generate reports. Experience with Microsoft NAV, CERES, or other ERP system preferred.
- Strong troubleshooting and problem-solving skills; solution-oriented critical thinker.
- Ability to communicate effectively and professionally in person, over the phone and via email.
- Ability to work with a diverse group of individuals with a high degree of customer service.
- Ability to effectively represent the Food Bank to its donors and agencies.
- Prior experience with material handling equipment (e.g. forklifts and pallet jacks). Current Forklift Certification preferred.
- Knowledge of food safety standards; current ServSafe certification preferred.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation toward constant innovation and process improvement.
- Ability to work independently at times, but also thrive in a team environment.

PHYSICAL REQUIREMENTS

This position is located in a warehouse environment with refrigeration. Exposure to weather and changing climate is a feature of the work environment. The following physical abilities are necessary and are essential functions of this position:

- Ability to lift, carry, push, and pull items weighing up to 50 lbs. on a regular basis.
- Ability to withstand changes in climate and weather.
- Ability to walk, stand, bend, stoop and sit for a minimum of 7 hours per day.
- Ability to read labels, count.

COMPENSATION AND BENEFITS

This is a full-time, non-exempt position working Monday through Friday, 7:00 a.m. to 3:30 p.m. (7.5 hour workday, 1 hour unpaid lunch break). The non-negotiable starting hourly wage is \$34.04 per hour (approximately \$66,300 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off, starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, A&DD & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please send your *resume and answer the application questions* on our careers page located at accfb.org/careers/

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.