



Logistics Supply Chain Coordinator

Are you an experienced Logistics Coordinator professional who wants to improve the lives of more than 300,000 Alameda County residents? Are you strong problem-solving, troubleshooting expert and solution-oriented critical thinker? Do you want to apply your ability to work with a diverse group of individuals with a high degree of customer service to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its mission? If so, Alameda County Community Food Bank could be looking for *you* as our next Logistics Supply Chain Coordinator.

The **Logistics Supply Chain Coordinator** is responsible for coordination of inbound, production, and distribution logistics to ensure exceptional customer service and accurate product allocation to member agencies and Food Bank programs. This role is integral to achieving distribution goals and maintaining accurate system inventory. The Logistics Supply Chain Coordinator collaborates closely with the Warehouse and Supply Chain teams to ensure that orders are accurately assembled and prepared for timely delivery. Additionally, the Coordinator works closely with member agencies to troubleshoot and resolve any issues, ensuring a seamless and efficient supply chain operation.

Alameda County Community Food Bank has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of 420+ agency partners serving more clients — and distributing more food — than ever before, we've expanded our services even further to meet the growth in need.

Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

Essential Duties And Responsibilities

- Collaborate with the Logistics Receiving Lead and Warehouse Staging Supervisor to manage the weekly inbound commodities and order allocation process for Network Partner Agencies' distribution initiatives.
- Schedule and coordinate all inbound appointments for vendor and donor loads, working closely with third-party freight forwarding carriers to ensure adherence to delivery schedules.
- Aid in quality and control of product integrity of inbound commodities, as well as inspection of loads to meet quality and temperature standards established for specific food types.
- Inspect inbound loads for high quality and integrity of commodities by ensuring they meet established quality and temperature standards for specific food types.
- Collaborate with the Inventory Specialist to ensure that First-In, First-Out (FIFO) inventory standards are consistently met, as well as on cycle counts to ensure inventory accuracy.
- Assist the Production & Sorting Manager with daily production work orders held in the Community Engagement Center, including creating new kits using different food components to repackaging produce to increase access and streamline distribution at our Partner Agencies.
- Participate in daily delivery schedule planning with Transportation personnel to ensure efficient operations.
- Support the Distribution Specialist in accurately allocating food and products for distribution to Network agencies and programs, aligning with strategic goals.
- Process returned agency orders on the warehouse floor, ensuring the Inventory Specialist is updated daily, complying with Standard Operating Procedures (SOPs).

- Communicate with Warehouse Leads to resolve issues related to order staging and prioritize daily delivery schedules.
- Provide high-level customer service to Network agencies and internal program staff, addressing and resolving any issues promptly.
- Contribute to the efforts of the Impact Division's Programs' Department by supporting various distribution channels.

KNOWLEDGE, SKILLS AND ABILITIES

- 5+ years of experience in inventory management practices.
- Required experience executing superior supply chain management operational functions. Experience with food or other dynamic inventory preferred.
- Excellent customer service skills and the ability to build strong, collaborative customer relationships.
- Highly organized multitasker comfortable in a fast-paced environment.
- Intermediate computer skills, including proficiency with basic entry level the MS Office Suite (Outlook, Word, Excel).
- 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 SERV Safe 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 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 at least 7 hours per day.
- Ability to read labels and accurately count detailed information.

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, 30 minute unpaid lunch). The non-negotiable starting salary is **\$33.46 per hour (approx. \$65,247.00 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 Platinum or Gold 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, 13 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & 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 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program

Union Representation: ACCFB is in partnership with and has a newly established labor union for a portion of our staff. This position is part of the labor union OPEIU, Local 29.

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.

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