

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: IOC Cycle Counter
SUPERVISOR: Sr. IOC Manager
STATUS: Hourly/Non-Exempt



PAY RANGE: \$20.00 - \$24.00 Hourly

The base pay offered will consider internal equity and may vary based on the candidate's job-related knowledge, skills, experience, and other factors.

LOS ANGELES REGIONAL FOOD BANK

The mission of the Food Bank is to mobilize resources to fight hunger in our community. To fulfill our mission, we source and acquire nutritious food and other products and distribute them to people experiencing nutrition insecurity through our partner agency network and directly through programs; energize the community to get involved and support hunger relief; and conduct hunger and nutrition education and awareness campaigns and advocate for public policies that benefit the people we serve. Food Bank employees are hired because of their unique skills, diverse perspective, and their commitment to our mission. 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 County. 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 employees.

ESSENTIAL FUNCTIONS

The position of IOC Cycle Counter will be responsible for monitoring warehouse inventory and performing cycle counting duties to ensure that all materials are properly verified to be reflective of reported inventory. Duties also include miscellaneous stores/stockroom activities to maintain inventory accuracy through proper processing of material receipts, transfers, and issues. The IOC Cycle Counter reports to and receives supervision from the Inventory Control Manager.

WHAT YOU'LL DO

Inventory Management: Cycle count raw materials, packaging materials, finished goods, and non-conforming materials on a daily basis. Maintain inventory cycle count and physical inventory programs. Track and report non-conforming product. Resolve inventory problems in a timely manner. Document damaged product.

Material Handling: Ensure materials are in proper locations. Conduct searches to locate misclassified inventory. Open cartons, bundles, and other containers to count items and/or weigh materials to determine quantity on hand. Weigh and mark product displaying remaining product left. Breakdown boxes and pallets as necessary.

Quality Assurance: Verify code dates are within Food Bank guidelines. Report discrepancies of over/under amounts and any damaged products to supervision. Perform root cause analysis on inventory discrepancies. Recommend process improvements to eliminate discrepancies. Conform to all quality and safety procedures.

Collaboration and Communication: Work effectively with other staff members at all levels of responsibility within the Food Bank. Communicate and develop process enhancements as needed. Assist in transfers to and from production area. Assist with Production conversions.

Safety and Compliance: Be able to be in freezer and refrigerated temperatures. Adhere to all company policies and safety procedures and guidelines. Maintain neat, clean, and orderly warehouse appearance. Operate pallet jack and other warehouse equipment safely. Ensure all safety rules are strictly observed.

Flexibility and Adaptability: Ability to work extended hours/over-time as needed as well as some Saturdays. Duties and responsibilities are subject to change based on business needs.

QUALIFICATIONS

- High school diploma required; 1-3 years' experience in Inventory Control and Food Industry
- Organized thought process with high attention to detail with ability to produce accurate results, effective prioritization to meet scheduled deadlines, and strong analytical and problem-solving skills
- Ability to work well with people of diverse backgrounds
- Strong written, verbal and interpersonal communication skills
- Proven time management skills with the ability to respond to time-critical issues and work overtime as needed to meet deadlines
- Excellent work ethic; ability to work self-directed and as a flexible team player
- Professional attitude and the ability to represent the company with integrity
- Ability to adapt to change in a dynamic and fast paced environment
- Detail oriented with good aptitude for math
- Intermediate in Microsoft Office, Excel, Word
- Comfortable using a PC with computer software packages, and communicating effectively via email and phone frequently
- Communicates accurately, honestly, supportively and in a timely manner with external stakeholders and department and interdepartmental team members. Demonstrates strong planning, organizing, time management, and interpersonal skills.
- Passion for the Food Bank's mission and commitment to the values of the organization: collaboration, inclusion, diversity, equity, accessibility, respect, service, stewardship & accountability.

BENEFITS

We offer a comprehensive benefits package:

- Medical: Employee HMO coverage as little as \$10 per paycheck and access to Nonstop Health funds
- Dental: Employee HMO coverage available at no cost
- Vision: Comprehensive vision insurance with generous allowances for examinations and material costs
- Flexible Spending Accounts

- Employer-paid Life Insurance and Long-Term Disability
- Optional Long-Term Care Insurance
- 403(b) retirement savings plan with employer match
- Employee Assistance Program (EAP) with expanded Mental Health
- Employee recognition programs
- Growth & career development support for professional certifications and additional training resources
- Vacation: Two weeks annually for the first three years
- Holiday: Nine paid holidays; eligible upon date of hire
- Sick Leave Time available

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

In instances of a federal, state or locally declared emergency, Los Angeles Regional Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer." Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. The Food Bank fosters an organizational culture where ideas and decisions from all people help us grow, innovate, and serve in a rapidly changing world. We strongly encourage people from underrepresented groups to apply.

Interested in joining our team? To learn more about this opportunity and apply, visit our [Career Center](#).