

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: IOC Receiving Clerk
SUPERVISOR: Inventory Control Manager
STATUS: Hourly/Non-Exempt



PAY RANGE: \$21.00 - \$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 IOC Receiving Clerk is responsible for confirming that the received products match the accompanying documents, including the Bill of Lading, Purchase Orders, and Donor Orders. They perform quality assurance duties and check the integrity of the products. This includes verifying code dates and assessing the nutritional content of received items. Additionally, they inspect inbound fresh produce for issues such as infestation or mold. The clerk also ensures that products are properly assigned to the appropriate warehouse facilities, both on-site and off-site.

WHAT YOU'LL DO

Deliver Responsive Agency Customer Service

- Serve as a responsive customer service liaison with all registered agencies to support accurate and timely placement of orders.
- Provide responsive customer service by handling phone calls, sharing agency and general Food Bank information, communicating product availability, coordinating delivery or pick-up dates, and assisting agency representatives at the IOC desk/window.

Ensure Accurate Order Processing & Program Administration

- Process agency orders and prepare accurate invoices using Navision to support timely and reliable order fulfillment.
- Verify receiving documents are accurate, complete, and accounted for to support receiving accuracy and record integrity.
- Follow and support consistent application of Receiving Processes and Procedures to promote accurate, efficient, and reliable receiving operations.

Maintain Accurate Product & Inventory Data

- Maintain current and accurate commodity stock information within WMS (Navision) and complete special programs (CSFP, CACFP, MFM, etc.) invoicing and related reporting to support reliable inventory and program administration.
- Establish and maintain accurate product master files to support consistent product information and inventory records.
- Support Physical Inventory preparation and counts with IOC managers, supervisors, and leads to promote accurate inventory records.
- Verify accurate product entry into the Warehouse Management System to maintain reliable inventory information.

Ensure Product Quality & Receiving Accuracy

- Verify that the received product is wholesome/nutritional and appropriate for consumption in accordance with Food Bank requirements.
- Verify product code dates are within established Food Bank guidelines to support product quality and appropriate distribution.
- Ensure product is received and put away within expected timeframes to support efficient receiving operations and product availability.

Strengthen Team Coordination & Operational Support

- Support training and cross-training efforts in partnership with IOC managers, supervisors, and leads to strengthen team knowledge and operational coverage.
- Collaborate effectively with staff members at all levels of responsibility within the Food Bank to support coordinated and efficient operations.
- Communicates professionally and productively with staff and leaders of other departments.
- Performs other such duties and projects as assigned by department leadership. Duties and responsibilities are subject to change based on business needs.

QUALIFICATIONS

- High school diploma or completion of vocational college courses is preferred.
- Previous experience in quality control within a warehouse or distribution setting, or equivalent training.
- 2-3 years of experience in a receiving warehouse environment, including at least 1 year as an Inventory Control Clerk in a warehouse or distribution context.
- Strong communication and customer service skills.
- Proficient in data entry and skilled with computer applications.
- Familiarity with Microsoft Office Suite and Google Suite; experience with ERP systems is a plus.
- Comfortable using general office equipment.
- Ability to collaborate effectively with individuals from diverse backgrounds.

- Ability to work in a Freezer, Cooler, and Dry environment for extended periods of time.
- Detail-oriented with strong mathematical aptitude.
- Passion for the Food Bank's mission and commitment to the values of the organization: collaboration, inclusion, diversity, equity, accessibility, respect, service, stewardship &

BENEFITS

We offer a comprehensive benefits package:

- Medical: Employee HMO coverage as little as \$10 per bi-weekly 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](#).