

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Logistics Clerk
SUPERVISOR: Director, Transportation & Safety
STATUS: Hourly/Non-Exempt



PAY RANGE: \$20.00 - \$23.00 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.

COMPANY

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 Logistics Clerk is responsible for administrative record-keeping of DOT documents, files, and reports, ensuring daily logs, inspections sheets, and delivery and pick-up receipts are completed and filed. The Logistics Clerk will provide customer assistance for agency deliveries and donor pick-ups. The Logistics Clerk will work diligently with internal and external team members to coordinate efforts.

WHAT YOU'LL DO

Logistics: Maintain accurate and timely records, which may include, but not limited to, maintaining and updating driver information, updating Fleet information, entering and processing Fleet usage information into Excel files, processing driver post trip activities and logs. Escalate issues communicated by drivers to management for correction. Works with the 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. Assist the Logistics Specialist with scheduling the fleet for Preventive Maintenance (PM) service and repair. Maintain service performance records. Update records daily and submit weekly/monthly reports to management. Confirm completion of orders and compliance with specified details. Maintain vacation and attendance calendars for both operations.

Other Duties and Responsibilities: Serves as back-up to the Logistics Specialist in the case of absence.

Assignments will be issued by management. Contact donors for updates and contact drivers throughout the day for updates. Coordinate between the office, warehousing and Inventory Control activities. Communicate with all concerned personnel. Notifies departments of shipping or receiving schedules and of any logistics problems. Maintain office supplies on hand and ensure timely replenishment. Assist management with any other assigned tasks.

QUALIFICATIONS

- Minimum of 2+ years of experience in a dynamic office environment. Some experience with reporting systems, ensuring compliance with 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.
- Bilingual English/Spanish is desirable
- Good computer skills in Microsoft Office; Excel, Word and Gmail
- High degree of integrity and attention to detail in all job functions
- Ability to work effectively with all levels of workforce
- Good eye-hand coordination for data entry, filing, etc.
- 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](#).