

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Production Support Staff
SUPERVISOR: Production Manager
STATUS: Hourly/Non-Exempt

PAY RANGE: \$19.50 Hourly



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 Production Support Staff is responsible for providing support to our Production team by performing a variety of tasks. Production Support Staff will receive instructions and/or direction from our Lead Production Coordinator, Production Supervisor and/or Production Manager. The overall objective is to assist with gleaning various products, replenishment of WIP items, production line organization, waste disposal palletization as needed. The expectation is to follow all processes and procedures throughout the facility in a safe, effective, and accurate manner. Maintain and improve efficiency and safety in the areas of Safety, Quality, Reliability (SQR) while upholding the Food Bank's mission, vision and values. Demonstrate the Food Bank's core values of Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity..

WHAT YOU'LL DO

Production Support: Provide support to production lines with all supplies and materials needed, such as labels, distribution flyers, etc. Operate Pallet Jacks (electric and manual) for the purpose of replenishing the production line with pallets of boxes, products, and/or food. Assist with Setup of Production lines based on demand. Fill in and work on actual Production lines when needed. Coordinate with Production Coordinators and Inventory Control staff to ensure timely replenishment of Production Lines with items for WIP (work in progress). Palletize and re-palletize finished goods.

Other Essential Duties: Complies with all safety requirements such as inspection reports and prompt notification of equipment issues. Assist with Setup and Distribution of Outside Vendor Home Delivery Programs. Gleaning Dry, Cooler, and Frozen products as needed. Assist with transporting waste and recyclable materials to Balers. Sort and Dispose damaged materials in accordance with Waste/Recycle guidelines. Works effectively with other staff members at all levels of responsibility within the Foodbank.

QUALIFICATIONS

- Must be at least 18 years of age
- High School diploma or GED; 3 years manufacturing or production experience preferably within food industry; or combination of education and experience
- Self-motivated and self-directed
- Ability to meet deadlines with limited supervision
- Effective oral/written communication skills (English/Spanish desired)
- Good planning and organizational skills
- Flexible to work any shift as needed
- Tuesday through Saturday work schedule, hours may vary dependent on day, week and/or location
- 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 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](#).