

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: QC Order Clerk (Dry)
SUPERVISOR: Operations Manager
STATUS: Hourly/Non-Exempt



PAY RANGE: \$20.00 - \$22.00 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 Quality Control (QC) Order Clerk (Dry) primarily performs quality control and order-checking responsibilities within the dry warehouse environment and provides support in freezer and cooler environments as operationally needed. The Quality Control (QC) Order Clerk (Dry) will input data into a spreadsheet, assist with transfers between facilities, and collaborate with warehouse and Inventory Control staff to conduct and coordinate the daily cycle counting program.

Additionally, this position involves researching and reporting on order-related statistics.

WHAT YOU'LL DO

Ensure Order Accuracy & Quality

- Spot-check completed orders in the warehouse to verify order accuracy and identify discrepancies.
- Verify nightly CSFP orders for accuracy to support complete and accurate program order fulfillment.
- Collaborate with warehouse and Inventory Control staff to support and coordinate the daily cycle counting program, helping maintain accurate inventory records and identify discrepancies.

- Assist with product transfers between facilities to support accurate inventory movement and timely warehouse operations.
- Identify and promptly communicate any issues with the quality of an item to the supervisor to support timely resolution and appropriate product handling.
- Unwrap, break down, and rewrap pallets as needed to thoroughly verify order accuracy and product condition.

Maintain Accurate Quality Control Data & Reporting

- Accurately input data from order checking into designated spreadsheets to maintain reliable quality control records.
- Research and report on order-related statistics to provide accurate information that supports quality control and warehouse operations.

Support Safe & Efficient Warehouse Operations

- Perform assigned quality control and order-checking responsibilities primarily in the dry warehouse environment and support freezer and cooler operations as needed based on operational needs.
- Safely operate a pallet jack as needed to facilitate order checking and support efficient quality control activities.

Strengthen Operational Coordination & Communication

- Communicate professionally and productively with staff and leaders of other departments to support effective coordination and resolution of order-related needs.
- 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 equivalent.
- Proficient knowledge with Microsoft Office (i.e., Excel, Word, Powerpoint, etc.) and Google Suite (i.e. Calendar, Docs, Sheets, Slides, etc.), Excel knowledge being mandatory.
- Strong attention to detail and aptitude for numerical accuracy.
- 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.
- Excellent interpersonal and communication skills, capable of interacting with a diverse range of individuals from volunteers to upper management.
- Ability to lift up to 45 lbs. regularly, demonstrating good physical fitness and eye-hand coordination.
- Ability to work in freezer and cooler environments for extended periods of time
- Self-motivated with the ability to quickly grasp technical concepts and take initiative in problem-solving.
- Passion for the Food Bank's mission and commitment to the values of the organization: inclusion, diversity, equity, accessibility, respect, stewardship & accountability, collaboration, urgency, service, integrity, and diversity.

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](#).