



POSITION: WAREHOUSE COORDINATOR
PROGRAM: FOOD BANK
REPORTS TO: WAREHOUSE SUPERVISOR
STATUS: FULL TIME
RATE OF PAY: \$18.33/hr. - \$21.93/hr.
APPLY BY: FRIDAY, JANUARY 19, 2018

POSITION SUMMARY

Works under general supervision of the Warehouse supervisor. Coordinates the registration of volunteers as they arrive. Prepares donor receipts for all incoming food. Completes invoices for all outgoing food. Provides other administrative support to assure efficient operation of Food Bank warehouse. **Communicate in Spanish and English is required. A translation and computer literacy test will be administered. Must pass all tests to be considered for the interview.**

DUTIES & RESPONSIBILITIES

1. As the first point of contact for those entering the Food Bank, provide excellent customer service, providing a positive and professional representation of the Food Bank.
2. Register volunteers and Food Bank patrons as they arrive and depart.
3. Completes invoices for all outgoing food, which includes handling money.
4. Completes donor receipts.
5. Control the flow of visitors through the warehouse.
6. Type correspondence from rough drafts, proofreads to ensure accuracy, types envelopes, labels, etc.
7. Compose routine correspondence, assume responsibility for routine responses and follow-up.
8. Maintain filing systems using established methods for quick and easy storage and retrieval.
9. Answer, screens and refers phone calls, make phone calls using tact, diplomacy, being courteous and assisting where possible.
10. Provides information to vulnerable families seeking emergency food assistance.
11. Establish delivery appointments for incoming shipments of food.
12. Schedule food pick-ups for Food Bank partner agencies.
13. Read and routes incoming mail. Respond to routine requests.
14. Make copies from originals ensuring copies are clean and neat.
15. Completes reports and other documents utilizing research skills when necessary.
16. Additional duties may be assigned.

MINIMUM QUALIFICATIONS

Applicant must possess the ability to:

1. Office and business procedures.
2. Use the telephone for supportive referral sources such as Shelters, Child Protective Services, doctors and social services agencies.
3. Be able to work weekends and/or evenings as needed.
4. Establish filing system for easy storage and retrieval.
5. Fluent verbal and written English language skills and mathematical skills sufficient to create compose or compile information and data for reports or presentations. Familiarity with Microsoft Office, WORD, EXCEL, POWERPOINT and ACCESS as well as Windows XP a plus. **Position requires computer literacy and data entry proficiency. A test will be given to determine computer literacy and data entry proficiency.**
6. Establish and cooperative relationships with Agency staff, Food Bank patrons, volunteers and others of varied backgrounds.
7. Operate and use a 10-key calculator, computer, printer and typewriter.
8. Possess a valid California Driver's License with a driving record that meets minimum standards established by Community Action Partnership of Orange County insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.
9. Lift forty (40) pounds.
10. Demonstrate a clear, concise and effective command of the English, both oral and written. If bilingual, must be able to translate orally and in writing in both languages.
11. Fluently speak, read, and write **Spanish is required.**

EDUCATION & EXPERIENCE

Minimum Required: 1-3 years or more related experience, with High School diploma or equivalent education and/or experience.

Preferred: Bachelor's Degree and/or 3-5 years equivalent work experience.

APPLICATION PROCEDURES

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841.

Applications may also be obtained by calling (714) 897-6670 ext. 3602 or e-mail request at hr@capoc.org or visit www.capoc.org to download. Applications must be filed no later than 5:00 p.m. on the closing date. **Resumes will not be accepted without a completed application. Incomplete application will not be considered.** Facsimile (Fax) copies at (714) 894-5404.

MEDICAL EXAMINATION

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity/Affirmative Action Employer Women and Minorities are Encouraged To Apply

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

EMPLOYMENT BENEFITS

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** - Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**

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Community Action Partnership of Orange County
11870 Monarch Street
Garden Grove, CA 92841