

## **MEND | Meet Each Need with Dignity**

10641 N San Fernando Road

Pacoima, CA 91331

**Phone** | 818.896.0246

**www.MendPoverty.Org**



### JOB DESCRIPTION

**POSITION TITLE:** Community Nourishment Warehouse Associate

**FSLA STATUS:** Non- Exempt

**REPORTS TO:** Community Partnership & Engagement Coordinator

**LOCATION:** Onsite

**WAGE RANGE: \$21 per hour**

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 million pounds of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families and the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving through our more intensive services and programs.

**JOB SUMMARY:** Under the direction of the Community Partnership & Engagement Coordinator, the CNP Program Associate is responsible for organizing and preparing food boxes and/or bags for distribution. This includes receiving incoming food from various sources, leading individual and group volunteers in sorting donations, building food boxes, data entry, and distributing to community members. The CNP Program Associate will perform a variety of job duties as the need arises and is expected to work with the CNP team to implement department goals and objectives. The CNP Program Associate is expected to work independently, but under the guidance of the Community Partnership & Engagement Coordinator.

#### **ESSENTIAL FUNCTIONS:**

1. Lead daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, loading and unloading of trucks, and customer service; Weigh and accurately documents incoming and outgoing donations, keep detailed records of Warehouse activities.
2. Supervise and train volunteers and Transitional Work Experience (T-WEX) participants in inventory, logistics, warehouse safety and customer service. Ensure CNP TWEX participants obtain a Food Handlers Certificate and follow food safety guidelines. Complete volunteer activity reports, T-WEX timesheets and evaluations, and other documents as assigned.
3. Act as liaison for CNP volunteers including community service groups/organizations; assist in coordinating activities and highly engage them during scheduled activity/event to provide support and hospitality.

4. Maintain a safe and clean work environment by preparing compost and recycling materials for daily pick up.
5. Operate forklifts, pallet jack, hand trolleys, and vehicles to move perishable and nonperishable goods to be stocked, stored, or staged; monitor inventory and alert supervisor of shortfalls.
6. Check condition of equipment; perform operations and safety check prior to using equipment; maintain tools and equipment used in the repair and maintenance of assigned equipment; fuel vehicles/equipment; inspect and perform safety checks on vehicles/equipment; clean vehicles/equipment; report the need for repairs.
7. Assist with pick-up and delivery of food donations according to scheduled routes, and donor requests in a timely and professional manner.
8. Support the maintenance and cleanliness of equipment and facilities, following regulations set by regulatory bodies such as the Health Dept., Fire Dept., OSHA, Industrial Wastewater, and all applicable monitoring agencies, implement the necessary procedures to assure compliance, and reporting potential issues to supervisor; Conduct safety training for volunteers and identify safety/warehouse training for staff as needed.
9. Provide oversight, as needed, in the absence of Community Partnership & Engagement Coordinator and CNP Program Manager
10. Other duties as assigned.

#### **QUALIFICATIONS:**

- High School Diploma or GED
- Bi-Lingual; Spanish fluency preferred
- Serve Safe Certification preferred
- At least a year of forklift and electric pallet jack experience
- 1 year of warehouse experience required
- At least one year driving experience including box truck or stake bed
- Ability to work independently, take direction and work well under pressure
- Volunteer engagement and supervision experience preferred
- Ability to manage and direct groups to provide client service and complete projects
- Basic knowledge of the varieties of fruits, vegetables, and good nutrition
- Excellent communication and organizational skills
- Data entry and basic computer skills, general proficiency in MS Office, Excel, and outlook.
- Excellent database and file management skills
- Current CA Driver's license

#### **PHYSICAL REQUIREMENTS:**

- Exert force and/or lift or carry items weighing 20 to 50+ pounds repeatedly
- Up to 2/3 of the time: walk, sit, squat, and bend, twist, reach at various heights above and below shoulder level.
- Up to 1/3 of the time: push or pull; lift or carry large, heavy, awkward objects while maneuvering in a confined space, e.g., narrow aisles, high density storage areas,

inside of a truck box, etc., ascend or descend flights of stairs; climb in or out of trucks, docks and/or forklifts.

- Exposed to varying indoor and outdoor temperatures. Work inside freezers and coolers with a temperature of -10 degrees F to 38 degrees F.

**SKILLS ASSESSMENT:** As part of the interview process, shortlisted candidates will be required to complete a skill test relevant to this position. The assessment is designed to evaluate proficiency in warehouse and data entry functions to ensure you are well-prepared to succeed in this position.

**TIME COMMITMENT:** Full time 70 hours per pay period (10/70 per pay period or 32/38 hours per week based on program/organizational needs; includes weekends and local travel).

All positions contingent on continued funding.

All County-funded workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

To apply, please submit a cover letter and resume to [jobs@mendpoverty.org](mailto:jobs@mendpoverty.org) by **September 13, 2024**. Position open until filled.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

#### Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

#### Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers

- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

## Benefits

- 100% of basic employee health coverage and life insurance paid for by employer. Dental coverage paid at 50% by employer; Vision coverage paid for by employee. May elect to purchase up to a PPO plan or obtain coverage for eligible family members at their own cost.
- Optional benefits include Flexible Spending Account and AFLAC.
- Employee Assistance Program (EAP) available providing 24-hour confidential hotline for employees to help find balance, address personal concerns, and assist with day-to-day challenges.
- 10 days of sick leave granted annually; ability to carry over up to 70 hours of unused sick time.
- MEND provides vacation benefits to all full-time and part-time employees for the purpose of giving them a period of rest and relaxation away from work with pay. New employees accrue vacation at a rate of 2 weeks per year.
- Option to participate in employer sponsored 403B retirement plan.
- 11 paid days off: 9 holidays, 2 personal days (birthday and work anniversary).
- Compelling work culture and values.