

APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *12 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

This position will pay \$23.37 - \$27.45. Salary is commensurate with experience.

POSITION SUMMARY:

Under the direction of the Program Manager II, oversee the ordering, storing, receiving, and distributing processes of the NOLP food stock. Control the flow of supplies and equipment, tracking and analyzing inventory maintenance and develop protocols for loss prevention.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain daily records for invoices and shipments to identify which products need to be replenished.
- Design and implement an inventory tracking system for optimized inventory control procedures.
- Examine stock levels and supplies to determine shortages.
- Document daily shipments and deliveries to replenish inventory.
- Create detailed reports for adjustments, inventory operations, and stock levels.
- Evaluate new inventory, ensuring its readiness for distribution.
- Properly order new supplies avoiding excessive surplus or inefficiencies.
- Analyze various supplies to ensure the company is receiving the best cost-effective deals.
- Establish and maintain inventory levels for all NOLP stock items. Assure warehouse remains adequately stocked to facilitate filling of client grocery orders in a complete and timely manner.
- Work with the Program Manager to monitor warehouse budget.
- Develop and maintain code date guidelines.
- Monitor quality control and quality improvement activities as it relates to the purchase of stock and provision of services, report discrepancies and/or problem areas to Program Manager for resolution.
- Perform the duties of warehouse staff in their absence and assist as needed with warehouse responsibilities, including the distribution and pick-up of grocery items.
- Perform other duties as assigned to meet contractual goals and objectives.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Bachelor's degree or College coursework preferred in the areas of business administration and supply chain management where topics ranging from logistics to productivity are covered. High school diploma required or GED equivalent. A minimum of two years of experience working in a warehouse or retail environment. Experience driving 5-ton truck is required. Experience using warehouse equipment- forklift, pallet jack is required.

Knowledge of:

Inventory logistics, supply chain management, and operations. Retail food sales practices and procedures. Forklift safety certification, warehouse safety certifications.

Ability to:

Effectively use MS Word and Excel. Effectively use and develop inventory software systems, implementation of bar code technology. Demonstrate effective written and

verbal communication. Problem solve in a variety of situations. Manage, motivate and build skills among a diverse workforce. Effectively meet establish deadlines. Demonstrate excellent customer service skills.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an active position, which requires regular bending, reaching stooping, lifting and moving of stock weighing 50 pounds or more. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Local travel/driving required.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work-related purposes.

COVID-19 Vaccination and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/transgender/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=93314&clientkey=A5559163F67395E0A2585D2135F98806>