

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*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

This is a great opportunity to make a difference!

This position will pay \$25.00 - \$26.20 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Under the direction of the Warehouse Manager, assist a warehouse team responsible for organizing and maintaining a food warehouse and with increasing the efficiency and timely delivery of food pantry services to persons living with HIV/AIDS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Deliver food and hygiene items to NOLP's food pantry sites, including those managed by collaborative agencies.
- Unload site's weekly food delivery and set up food preparation shelves.
- Distribute NOLP's groceries to clients as needed.
- Assist in completing intake on incoming clients and volunteers when needed, always behaving in a courteous, respectful and helpful manner.
- Fill in as needed for NOLP's Site Coordinators at NOLP locations.
- Supervise volunteers and maintain an accurate accounting of volunteer hours; assist Volunteer Coordinator with volunteer recruitment activities, as well as training and scheduling of volunteers assigned to warehouse or food drive duties.
- Maintain an accurate weekly inventory of food stock, including completing data entry in NOLP's inventory program.
- Organize, clean and maintain the warehouse, which includes stocking freezer, cooler and shelves and preparing client pre-bagged groceries.
- Drive a 5-ton truck to make deliveries and pickups.
- Assist with the maintenance of the program's delivery vehicles (e.g., cleaning and awareness of routine mechanical service).
- Provide driving assistance in coordination with APLA's revenue producing events.
- Assist with the receipt of program-specific deliveries and verify shipments.
- Assist with donation solicitation by maintaining NOLP's presence during weekend food drive activities.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

High school graduate required; minimum of one year of experience interacting with the public required; experience in warehouse or stock room helpful and experience with driving delivery vehicles. Must demonstrate a history of a clean driving record.

Knowledge of:

Stockroom procedures; Microsoft Word and Excel preferred; retail food sales practices and stock room procedures preferred.

Ability to:

Drive a 5-ton truck; operate a computer using Microsoft Word and Excel; operate warehouse equipment including a forklift and pallet jack; complete assigned tasks to completion; handle multiple projects simultaneously; work and communicate with people from a variety of ethnic and cultural backgrounds; supervise assigned volunteers; meet deadlines; function with minimal supervision; maintain complex inventory records; work in an organized and systematic fashion; respond with sensitivity to people with HIV/AIDS; demonstrate professional verbal and written communication skills and professional customer service.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an active position that requires regular bending, reaching stooping, lifting and moving of stock weighing 50 pounds or more and driving a 5-ton truck to make deliveries and pickups.

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 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=216001&clientkey=A5559163F67395E0A2585D2135F98806>