

9-5-19 Facilities Coordinator, Food Forward, North Hollywood, 9-25-19 deadline

Job Title

Facilities Coordinator

Agency

Food Forward, Inc - a 501 (c)(3) non-profit

Location

7412 Fulton Ave #3, North Hollywood, CA 91605, and in the field as needed

Pay Rate

\$15-\$18 hr. DOE

ORGANIZATION OVERVIEW: Food Forward fights hunger and prevents food waste by rescuing fresh surplus produce, connecting this abundance with people in need and inspiring others to do the same. Our produce is predominantly recovered in Los Angeles and Ventura Counties but reaches those in need in eight Southern California counties via distribution by hundreds of hunger relief agencies across virtually all social service sectors: homeless outreach, domestic violence shelters, street youth homes, veteran services, LGBT teen/adult/senior services, after-school programs, the mentally disabled, low-income college programs, and many more. With the volunteer-power of over 10,000 registered volunteers and a modest staff, we will help feed over 2 million Southern Californians in need this year alone. *See our core values posted below.

Job description:

The Facilities Coordinator reports directly to the Finance and HR Director while coordinating aspects of day to day operations with each department. This person must be a team player, able to prioritize between multiple responsibilities and competing deadlines, and be open to learning a large variety of tasks. The individual will support a growing staff of 30+ with computer equipment and IT systems.

Food Forward has three facilities: our North Hollywood headquarters, Ventura branch office, and the Produce Pit Stop in the city of Bell. The Facilities Coordinator's core responsibility is warehouse management and office maintenance in our North Hollywood location while providing support for Ventura and Bell facilities as needed.

Safety is paramount at Food Forward. The Facilities Coordinator is responsible for the safety of our staff and associates. This includes maintaining our fleet of nine vehicles, repairing equipment, and implementing the Emergency Action Plan.

As the organization grows and changes, so too does this position. Ideal candidates need to be both passionate about food justice and comfortable with growth. The Facilities Coordinator works to support Food Forward as it continues its fight for food justice.

Core Responsibilities:

Warehouse Management and Maintenance

- Coordinate delivery schedules of equipment across all three locations
- Equipment maintenance, inventory control, usage tracking and scheduling
- Clean and organize warehouse space and maintain a safe work environment

Office Management and Maintenance

Tech Support

- Day to day Computer/IT operations
- Tech support for conferencing and meeting setup
- Cybersecurity and data management
- System operations – Phones, Wifi, Printers, etc

Procurement and Inventory management

- Office supply and equipment purchasing
- Manage budget and ensure cost effectiveness
- Manage vendor accounts and track order history
- Inventory control

General Office Management

- Clean and organize office space and storage room
- Repairing office equipment to ensure safety
- Responsible for the annual office expense budget
- Manage and maintain general office accounts
- Tutorial creation and parking schedule tracker
- Update and implement Emergency Action Plan
- Oversee construction and renovation projects
- Coordinate various pick-up and deliveries
- Support volunteer and development events
- Ad Hoc research
- General office support

Fleet Management

- Support program staff on weekly vehicle inspections
- Work with mechanics on routine vehicle checkup and repairs
- Responsible for the cleanliness and safety of the fleet
- Track and maintain vehicle mileage and maintenance logs
- Coordinate vehicle schedules
- Routine update of driver's manual
- Keep insurance and registration up to date across the fleet

Sample Benefits currently include

- 100% Medical and Vision
- Simple IRA with 3% employer matching (after one year of employment)
- Generous PTO and paid holiday package, with additional sick days
- Cell phone allowance

- Telecommuting and work flexibility

Required Knowledge, Skills and Abilities

- Ability to prioritize and juggle multiple tasks
- Extremely organized and efficient with excellent attention to detail
- Excellent verbal communication and writing skills
- Able to lift 30-60lb objects/boxes on a regular basis
- Self-starting/Proactive team player with a can-do attitude
- Excellent problem solver and ability to keep office equipment maintained.
- IT/Tech savvy
- Excellent Microsoft Office skills plus Google Docs and Sheets required.
- Research and analyze various food justice, programmatic and logistic related topics
- Valid California driver's license

Desired Knowledge, Skills and Abilities

Food Forward Core Values:

- Creativity – We seek to innovate in all facets of our work.
- Joyfulness – We cultivate a meaningful, fun, positive and spirited work environment.
- Committed to Food Justice – We believe that access to wholesome food, and fresh nutritious produce, is not a privilege, but a right. We work hard to end food inequality and reduce food insecurity.
- Authenticity – We are transparent and honest in our words, deeds and actions. We act at the highest level of integrity.
- Disciplined – We are reliable, professional, accountable, rigorous and committed to excellence in all areas of our work, both internally and externally.
- Community-minded – We aim to include and connect people in the community, and to remain open, diverse, respectful, and accessible. We take pride in offering people meaningful volunteer and work experiences.

Application Mode

- Email a cover letter in the body of an email including where did you discover this listing and if you were a fruit or vegetable what would you be and why
- Attach your resume as a PDF and send it to career@foodforward.org. The subject line should read, Facilities Coordinator – (Your Name).
- No phone calls or in-person visits. Please follow these instructions to ensure that we process your application.
- Food Forward strongly encourages people of color, women, l/g/b/t/q individuals, and those with protected class backgrounds to apply.

Application Deadline

September 25, 2019

Contact for further information

career@foodforward.org