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**AIDS Project Los Angeles (APLA), one of the largest non-profit AIDS service organizations in the United States, provides bilingual direct services, prevention education and leadership on HIV/AIDS-related policy and legislation.**

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## **SITE ASSISTANT**

### **DIVISION: CLIENT SERVICES**

#### **OBJECTIVE:**

Under the direction of the Warehouse Supervisor, assist a warehouse team responsible for organizing and maintaining a food warehouse and 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.



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Assist with donation solicitation by maintaining NOLP's presence during weekend food drive activities.

Perform other duties as assigned in order to meet contractual goals and objectives.

**REQUIREMENTS:**

Training and Experience:

High school graduate; one to two years experience interacting with the public required; experience in warehouse or stock room helpful and experience with driving delivery vehicles

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 have a valid California driver's license, proof of auto liability insurance and good driving record and be available to work weekends as needed.

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**To apply, send resumes to:**

**AIDS Project Los Angeles  
Attn: Human Resources  
611 S. Kingsley Dr.  
Los Angeles, CA 90005**

**Fax: (213) 201-1595**

**Email: [jobs@apla.org](mailto:jobs@apla.org)**

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