

Junction City LOCAL AID



Warehouse & Facility Coordinator—Part Time

Junction City Local Aid provides emergency food and basic needs assistance to people living within the Junction City school district in rural Lane County.

This part-time position will oversee day-to-day operations of the food warehouse, including inventory management, food drives and donations, and building and facilities management. .3 FTE/10-12hours per week, Monday (10:00 am – 2:00 pm), Tuesday (3 flexible morning hours), Thursday (2 pm – 5:00 pm) and other hours as needed.

Additional Responsibilities:

- Coordinate day to day operations of the JCLA food warehouse, facilities, truck, and building maintenance in accordance with resources and budget.
- Ensure compliance with operating, safety, emergency, and record-keeping requirements.
- Maintain service operational records, pest and temperature logs, and prepare and submit reports on time
- Select, train, and supervise volunteers
- Coordinate with other community organizations and resources

Qualifications:

- Experience with warehouse and inventory management, food service, and/or grocery management
- Experience with office task management, volunteer coordination, and best practices safety measures
- Excellent time management, communication and interpersonal skills
- Ability to keep a regular schedule and arrive to work on time
- Ability to prioritize tasks and scheduling
- Ability to work with a diverse group of people
- Basic computer skills, strong organizational skills
- Willingness to follow rules and adhere to regulations, while making decisions under pressure and adjusting to individual situations
- Able to build relationships and partnerships with other service providers, community resources, and community
- Ability to work as part of a team and to also be self-directed
- Some lifting and bending; able to lift up to 50 pounds regularly

Salary & Benefits

- Pay is \$12 an hour
- Sick Leave and PTO offered to all employees

We are an equal opportunity provider. JCLA is committed to creating a more inclusive and accessible organization and we are seeking candidates with the potential to contribute positively to this diverse community.

Email cover letter, resume' and references to jcllocalaid@qwestoffice.net.