



Warehouse Data Entry Crew Member (Full-time)

40 hrs. per week; Monday – Friday 7:00am to 3:00pm
Medical and Dental benefits included
\$23.00 to \$25.00 per hour – some weekends and holidays required

The Loaves & Fishes Warehouse is often the first point of contact for donors bringing in-kind donations that support all programs and for some, their first experience on our campus. In addition to accepting in-kind donations of food and other supplies, the Warehouse team is also responsible for data entry, inventory management, food & supply ordering, donation distribution to our programs, and warehouse maintenance.

The Warehouse Data Entry Crew Member is a full-time, non-exempt position that reports to the Finance Director and is one of five members on the team. The Data Entry Crew Member is primarily responsible for maintaining the integrity of all inventory systems, entering data for each transaction on a daily basis, creating purchase orders and managing contact with vendors. This position also assists other Crew Members with accurate inventory documentation, receiving and distributing donations, warehouse maintenance, no equipment needed.

Loaves & Fishes Mission Statement: In an environment of welcome, hospitality, safety, and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.

Position responsibilities:

- Process and enter all daily transactions into Access & Excel programs
- Generate purchase orders and donor receipts as needed
- Participate in monthly and annual physical inventory counts and reconciliation
- Report accurate monthly inventories to Finance Director
- Maintain First In, First Out (FIFO) method of distributing inventory
- Other duties as assigned

Required skills and Qualifications:

- Excellent computer skills with Microsoft Word, Excel & Access database are required; non-negotiable
- Must have excellent math skills with written and verbal communication skills
- Must be detail oriented
- Must be familiar with inventory processes & documentation
- Must have the ability to work independently and as part of a team
- Must be able to follow instructions and receive constructive criticism
- Willing and able to engage with the public in-person, by phone and email
- Ability to exhibit a professional and courteous demeanor toward guests, donors, staff, and volunteers at all times
- Ability to maintain personal and professional boundaries
- Demonstrate a commitment to Loaves & Fishes' mission and philosophy
- Experience with food handling is a plus; certification required
- Must be able to work in a fast-paced environment and meet critical deadlines
- Prior data entry experience preferred

Physical Requirements:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
- Ability to grasp, push, and/or pull objects
- Must be able to lift 5-25 lbs. without limitations

Other Requirements:

- Must be able to work holidays & weekends as needed but especially from November to January
- Must have valid CA Driver's License and provide a clean driving record
- Food Handler's Certification is required

To apply please submit resume and cover letter to Human Resources by email: hr@sacloaves.org or by fax to (916) 446-9376, position is open until filled, start date to be determined.

Loaves & Fishes is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.