



Job Description

Job Title: Data Entry Specialist
Reports To: Programs Supervisor
FLSA Status: Non-exempt

Prepared By: HR Manager
Approved By: President/CEO
Approval Date: 7/3/2018

POSITION SUMMARY:

The Data Entry Specialist is responsible for providing quick and accurate data entry support for the Programs, Operations and Development teams. The Data Entry Specialist also has a visible role as a back up to the Receptionist in the front office and serves as a first impression of Central California Food Bank with our partner agencies, donors, and members of the community visiting our organization.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Prepare and Ensure Timely and Accurate Entry of Client Intake Data into the Apricot Client Database.**
 - Prepare and enter client intake forms into the database and ensure integrity by following established protocol for client Intake processing.
 - Verify entered information and accuracy by reviewing, correcting, deleting, or re-entering data and purging files to eliminate duplication of records.
 - Ensure given deadlines are met to ensure Community Food Bank Program staff are able to run required monthly reporting.
 - Enter agency monthly reports
 - Run and package distribution lists/reports for agency distributions
 - Secure confidential information.

- 2. Provide administrative support to the Distribution Center.**
 - Prepare and enter donor receiving information into the computerized inventory database ensuring accuracy of all entered data.
 - Assist with faxing menu to partner agencies.
 - Process incoming network member's orders, including scheduling, and confirming pick-up times.
 - Coordinate receipt of and enter weekly agency orders into inventory database.
 - Assist in monthly inventory cycle counts as requested.

- 3. Provide excellent customer service to all CCFB customers including CCFB clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.**
- Engage in the following tasks or behaviors that represent excellent customer service: timely responses, punctuality and attendance, treating others with respect, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.
 - Serve as a backup Receptionist as needed.
 - Perform other duties and support as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- High school diploma or GED
- 2+ years of clerical and customer service experience in an office environment
- Ability to effectively communicate (written and oral)
- Ability to adapt to a quickly changing business environment including learning and applying new training and knowledge
- Strong computer skills (word processing, spreadsheet, email)
- Demonstrated ability to multi-task and thoroughly attend to details

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.

Central California Food Bank is an Equal Opportunity Employer.

Central California Food Bank is a proud member of Feeding America.