I. PROGRAM SUMMARY
Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child’s development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child’s cognitive, physical, social emotional growth, and development.

II. SUMMARY OF DUTIES
The incumbent will follow the Facilities/Maintenance manual and complete duties which include receiving, storing, and filing requisitions; delivers supplies/materials/ and equipment.

- Assist in periodic physical inventory of stock on hand and in maintaining perpetual inventory
- Ensures the storage/warehouse area well stocked and organized
- Provides clerical duties such as typing reports, filing, generating, and maintaining departmental computerized reports
- Receives supplies, materials, and equipment and checks against appropriate paperwork such as purchase orders, requisitions, transfer documents, transmittal sheets or invoices to ensure correct quantity and quality of items.
- Unloads, pallet jack, stocks, and organizes merchandise while tracking the material and perpetual inventory
III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: High School Diploma or GED.

Experience: One-year experience in performing stock or delivery work in a warehouse or stockroom environment.
- Experience in a pre-school setting is a plus

Skills and Abilities
- Methods of practices of storing, handling, and shipping supplies and equipment, safety and security practices
- Proficiency with computer applications such as Microsoft Office Suite, Windows, and the Internet

IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Child Abuse Central Index, and Megan’s law prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver’s license, or have available transportation.

*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to site; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.
VI. **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr., Ste. 100, El Monte, CA 91731 or may download the application at our website – [www.foundationheadstart.org](http://www.foundationheadstart.org)

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary