

**Job Title:** Warehouse Associate

**Department:** Operations

**Reports to:** Warehouse Supervisor

**Classification:** Regular, Non-exempt, Full-Time

**Location:** Concord, CA

**Work Schedule:** Tuesday -Thursday 11:30am- 8pm, Friday 7am – 3:30pm, Saturday 7:30am- 4pm  
(with availability to work Sundays and Mondays occasionally)

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Warehouse Associates are an integral part of the Food Bank’s operations team. This position performs general warehouse duties that include shipping, receiving, distribution to member agencies, and general facilities and equipment maintenance.

**Essential Duties and Responsibilities**

- Responsible for pulling orders, loading and unloading warehouse shipments.
- Operate material handling equipment: conventional and stand-up forklifts, stackers, powered and manual pallet jacks and hand-trucks.
- Perform daily equipment inspections, update logs and records.
- Assure the accurate receipt, tagging, placement and re-stocking of all products to ensure inventory counts are correct and inventory is stored in the proper location.
- Weigh and log incoming food drive product.
- Perform periodic inventory (cycle) counts (weekly, monthly, quarterly, and yearly).
- Drive Food Bank vehicles to assist in the delivery and pick up of products.
- Provide customer service, solve problems and ensure the security of the Food Bank, staff, and volunteers.
- Assist in the general maintenance of the facilities including repairs, painting, and special projects.
- Guides and directs volunteers.
- Other duties as assigned.

**Qualifications**

- Team player, able to work independently and efficiently
- Punctual, reliable, and organized
- Effective communication skills
- Comfortable interacting with and giving direction to large groups of people
- Ability to frequently lift 75 pounds, including overhead lifting
- Previous forklift experience
- Valid class C CA driver’s license and ability to be covered under the Food Bank’s auto insurance policy.
- Employment is contingent on a passing criminal background screen and drug test.

**Benefits**

We value our employees’ time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.



## JOB OPENING

### To Apply

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Warehouse Associate." Email submission is preferred.

Or by mail to:

Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Avenue  
Concord, CA 94520

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer**