

Job Title: Warehouse Associate

Reports to: Warehouse Manager

Classification: Regular, Full-Time, Non-exempt

Location: Fairfield, CA

Work Schedule: Tuesday through Saturday

Tuesday through Thursday 12pm to 8:30pm, Friday 7am to 3:30pm, and Saturday 7:30am to 4pm

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.
- Other duties as assigned.

Qualifications

- Ability to frequently lift 75 pounds, including overhead lifting.
- Prior experience with material handling equipment (i.e. forklifts - conventional and stand-up) preferred, Current Fork Lift Certification preferred.
- Employment is contingent on a passing criminal background screen and drug test, including marijuana.
- Team player, ability to work independently and efficiently.
- Punctual, reliable, and organized.
- Legible penmanship skills required
- Ability to correctly add, subtract, and multiply units of measure required.
- Ability to speak effectively and professionally before groups of customers, employees, and the general public demonstrating cultural sensitivity.
- Ability to identify and resolve problems in a timely manner and develop alternative solutions.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

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) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: **"Warehouse Associate - Fairfield."** 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.
Underrepresented groups are encouraged to apply.**