

**Job Title:** Warehouse Associate/Stand Up Forklift Operator

**Department:** Operations

**Reports to:** Distribution Warehouse Manager

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

**Location:** Fairfield, CA

**Work Schedule:** Tuesday through Saturday: Tuesday-Friday: 7:00am – 3:30pm, Saturday: 7:30am– 4pm

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### **Who We Are**

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

### **About this Opportunity**

Warehouse Associates/Stand Up Fork Lift Operators are an integral part of the Food Bank’s Operations team. This position operates a high reach stand up forklift to pick orders, load and unload food product safely into racking systems, and deliver them safely to designated areas throughout the warehouse. This position also 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, as needed.
- 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**

- Must have *high* reach stand-up forklift experience.
- Must have 2+ years of experience operating a stand up or cherry picker forklift. Current Fork Lift Certification preferred.
- Ability to frequently lift 75 pounds, including overhead lifting.
- 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.
- Employment is contingent on a satisfactory criminal background screen and passing drug test, including marijuana.

### **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.

### **Compensation and Benefits**

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$21.50 per hour.

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](mailto:hr@foodbankccs.org) with the subject line: **"Warehouse Associate/Stand Up Forklift Operator."** Email submission is preferred.

Or by mail to:

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

**FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.**

**We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.**

**FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.**

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