

Job Title: Sanitation and Maintenance Specialist
Department: Operations
Reports To: Warehouse Manager
Classification: Regular, Full Time, Non-Exempt
Location: On site in Concord, CA

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

Performs general sanitation and maintenance duties for the Food Bank's Concord work site including the administrative offices, warehouse, and Volunteer Center. The Sanitation and Maintenance Specialist will ensure that all office areas, restrooms, breakrooms, storage areas, and kitchens are properly and regularly cleaned and sanitized. They will also be tasked with basic maintenance duties.

Essential Duties and Responsibilities

- Clean and maintain designated spaces both inside and outside of each building daily including lobbies, restrooms, offices, conference rooms, parking lot, warehouses, breakrooms, and public areas.
- Sanitize and disinfect volunteers' workstation areas.
- Maintain a food-safe environment, complying with State, Federal, and the Food Bank policies.
- Maintain cleaning inventory, placing orders for new products when needed.
- Responsible for execution of the master cleaning schedule.
- Operate cleaning equipment following all safety guidelines and procedures.
- Dispose of garbage and recycling daily and clean and sanitize receptacles.
- Operate floor scrubbers and other equipment.
- Responsible for biohazardous clean-up, when necessary.
- Perform minor repairs – building and equipment.
- Conduct maintenance tasks such as replacing light bulbs and mounting projects.
- Assemble cabinets and furniture, as needed.
- Follow all safety procedures and guidelines and promote safe work practices.
- Perform a variety of routine safety checks and notify supervisors of any unsafe conditions.
- Assist with maintaining updated SDS binders.

Qualifications

- Previous sanitation experience in a commercial, food service, or warehouse setting preferred.
- Previous experience operating a forklift and/or an electric pallet jack preferred.
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents.
- Ability to complete multiple tasks within a changing work environment.
- Must understand the application of chemicals used in cleaning.
- Knowledge of safe and proper sanitation procedures in a warehouse setting highly preferred.

- Ability to provide excellent customer service to our member agencies and other departments.
- Must have the ability to work in a diverse environment with people of various ages, education, ethnic, socio-economic backgrounds.
- Prior Food Handler, Serv-Safe, and other certifications are desirable.
- Interest in and commitment to the mission of the Food Bank.
- Occasional Saturday work required.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Order Processing software. Proficiency in MS Office Suite preferred. Must be able to communicate via email and MS Teams.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all 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, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "**Sanitation and Maintenance Specialist**". Email submission is preferred.

Or by mail to:

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



Job Opening

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>