

Job Title:	Warehouse Associate	Department:	Operations
Reports To:	Warehouse Manager	Employment Type:	Regular
Classification:	Full-Time	FLSA Status:	Non-Exempt
Location:	Fairfield	Date Approved:	7/1/2026

Who We Are

For 50 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 are a vital part of the Food Bank's Operations team, keeping food moving efficiently from our warehouse to the people and agencies we serve across Contra Costa and Solano counties. This position handles shipping, receiving, agency distribution, and general facilities and equipment maintenance. Every day in this role contributes directly to our mission of ensuring no neighbor goes hungry.

Essential Duties

- Pull orders and safely load and unload warehouse shipments.
- Operate material handling equipment, including conventional and stand-up forklifts, stackers, powered and manual pallet jacks, and hand trucks.
- Perform daily equipment inspections and update logs and records.
- Ensure accurate receipt, tagging, placement, and restocking of all products so inventory counts and locations remain correct.
- Weigh and log incoming food drive product.
- Perform periodic inventory cycle counts — weekly, monthly, quarterly, and annual.
- Provide customer service and problem-solving support; ensure the security of the Food Bank, staff, and volunteers.
- Assist in general facilities maintenance, including repairs, painting, and special projects.
- Attend department and organization-wide meetings, trainings, and team-building events.
- Operate Food Bank vehicles as needed.
- May need to work occasional weekend days for programs and events.

Skills and Qualifications Required

- Ability to work effectively both independently and as part of a team.
- Punctual, reliable, and organized.
- Legible handwriting skills required.
- Ability to correctly add, subtract, and multiply units of measure.
- Ability to communicate professionally before groups of customers, employees, and the public.

Job Opening

- Ability to identify and resolve problems in a timely manner.
- Employment contingent on satisfactory criminal background screen and drug test in accordance with applicable law.
- A California driver's license and ability to be insured under the Food Bank's insurance policy.
- Genuine commitment to and enthusiasm for working with people of diverse backgrounds, cultures, and lived experiences; a demonstrated ability to engage respectfully and effectively across difference.

Preferred

- Experience operating a forklift; current Forklift Certification preferred.
- Experience in a nonprofit, mission-driven, or community-based environment.

Competencies

- **Adaptability** — Remaining effective across changing conditions by welcoming feedback, shifting approaches as needed, and balancing competing priorities.
- **Cooperation** — Engaging colleagues with respect and tact to build productive relationships, resolve conflicts, and collaborate effectively.
- **Dependability** — Consistently following through on responsibilities with accountability, reliability, and a commitment to doing one's best work.
- **Job Knowledge** — Maintaining the technical proficiency and contextual understanding needed to perform one's role effectively and independently.
- **Organization Support** — Upholding the organization's values, policies, and mission.
- **Teamwork** — Collaborating with a focus on collective success by balancing individual and group responsibilities and exchanging feedback openly.

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.

Work Location

This is an on-site position. Remote work is not guaranteed and may be granted solely at the discretion of the department head.

Work Environment

This position works primarily in a warehouse environment and is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and outdoor weather conditions. The noise level is generally moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

The employee must frequently lift up to 50 pounds and team-lift overhead. The employee is regularly required to talk or hear, stand, walk, sit, use hands to handle materials, and reach with hands and arms. Duties also require the ability to crouch, climb or balance. The role may expose the employee to

Job Opening

warehouse temperatures ranging from below 0°F to above 90°F. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations will be provided for qualified individuals with disabilities upon request.

Compensation

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$25.13/hr.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Warehouse Associate - FF".

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>