



## JOB DESCRIPTION

<b>Position:</b>	Facilities and Food Safety Assistant Supervisor
<b>Department:</b>	Warehouse
<b>Status:</b>	Regular Full-Time – Non-Exempt
<b>Reports to:</b>	Chief Operating Officer

### Job Summary:

Oversee FOOD Share facilities, indoors and out, to ensure compliance with all applicable regulatory requirements including but not limited to AIB, federal, state, and county regulations. Responsible for implementing, maintaining and updating FOOD Share's food safety program Standard Operating Procedures (SOPs). Manage relationships with outside vendors to ensure performance and contract compliance.

### Major Responsibilities and Duties:

- Responsible for the safety and upkeep of all FOOD Share facilities, making repairs and/or bidding out repairs to relevant contractors and service providers.
- Responsible for implementing, maintaining and updating FOOD Share's food safety program, identifying food safety deficiencies, developing corrective measures, and revise SOPs as necessary to ensure compliance with AIB and other food safety guidelines.
- Lead the Food Safety Committee in regularly scheduled meetings to monitor program progress.
- Oversee preparation for bi-annual AIB audit
- Complete AIB, ServSafe and other food safety coursework as assigned.
- Document and follow-up on workplace accidents and safety violations.
- Supervise daily work of the maintenance staff.
- Oversee assigned volunteers.
- Responsible for overseeing cleaning offices and warehouse areas.
- Manage chemicals and cleaning tools.
- Oversee pest control, HVAC, and any other outside vendors
- Make minor facility repairs as ability permits – painting, etc.
- Select and coordinate vendors for other repairs/maintenance.
- Maintain warehouse exteriors, solar panels, landscaping and other outside areas.
- Prepare supplies and equipment for events; deliver as needed.
- Order necessary supplies and tools.
- May function as fill-in for warehouse or provide staff as requested.
- Maintain relevant logs and policies as required by SOPs and AIB.
- Assist with capital projects – sourcing vendors, bidding, etc.
- Other duties as assigned.



**Job Qualifications:**

- High School diploma or equivalent.
- Valid California Drivers License and excellent driving record.
- Forklift experience preferred.
- Supervisory experience preferred
- Experience in proper cleaning and repair procedures.
- Ability to direct staff and volunteers.
- Ability to lift 50 pounds safely several times per day.
- Ability to work independently and in a collaborative team environment.
- Skilled in accurate record keeping and reporting.
- Demonstrated commitment to the mission of FOOD Share.

**Department Requirements:**

- All staff are required to be organized/ and efficient at prioritizing projects;
- All staff need to have the ability to work with and manage volunteers to maximize efficiency.
- All staff need to have exemplary customer service skills to communicate with all food bank stakeholders.
- All staff need to ensure food safety standards throughout the organization.

***FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.***

\* \* The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change and additional responsibilities may be assigned depending on operational needs.

**Employee Acknowledgement of Receipt**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature