



## JOB DESCRIPTION

<b>Position:</b>	Rescue Food Sorting and Warehouse Assistant
<b>Department:</b>	Warehouse Operations
<b>Status:</b>	Full-Time / Non-Exempt/Temporary
<b>Reports to:</b>	Facilities & Food Safety Manager

### Job Summary:

Responsible for the training of new volunteers in safety, handling, evaluating and sorting of rescued food and monthly food box assembly for senior kit program. Supervise volunteer groups during sorting/assembly process.

### Essential Functions:

- Responsible for training and safety with new volunteers/clients handling, evaluating and sorting food and the assembly process for senior kits.
- Responsible for examining and supervising the work of the volunteer sorters.
- Responsible for spot-checking sorted rescue food and senior kits frequently.
- Responsible for rotating and monitoring inventory both sorted and unsorted rescue food.
- Responsible for reporting findings of spot-checking and inventory controls to supervisor.
- Responsible for storage and transfer of raw and worked rescue food.
- Remain with sorting volunteers at all times assisting and supporting as needed.
- Responsible for cleanliness of sorting and storage areas.
- Provide assistance in the coordination of food drives.
- Provide assistance with warehouse operations when volunteers are not sorting
- Work with other departments to fulfill unmet needs of FOOD Share.
- Participates in safety committee activities of FOOD Share on an as needed basis.
- Assumes additional responsibilities as requested.

### Skills and Abilities:

- Must have exemplary and engaging customer service skills to communicate effectively with volunteers, staff and food bank stakeholders.
- Must have the ability to work with and manage volunteers to maximize efficiency;
- Must be organized and efficient at prioritizing projects;
- Able to function within an environment requiring multi-tasking skills.
- Ability to operate forklift and other warehouse equipment desirable.
- Knowledge of safety practices in warehousing desirable.
- Must be reliable and dependable.

**Job Qualifications:**

- Two or more years experience demonstrating ability to lead groups, build community relationships, lead warehouse teams or other comparable experience.
- Basic computer skills required.
- CA Driver’s License and clean DMV record required along with valid vehicle insurance.
- Willing to work flexible schedule including weekends as determined by needs of the food bank.
- Bi-lingual Spanish/English desirable.
- Able to pass health screening and background check.
- Minimum of high school diploma or GED.

**Physical Requirements:**

- Lifting (up to 50 lbs.)
- Able to sit or stand for extended periods of time.
- Ability to drive motor vehicles.

**Departmental 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 needs to have exemplary customer service skills to communicate with all food bank stakeholders.
- All staff needs to ensure they follow 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