



<b>Position:</b>	Facilities/Warehouse Assistant
<b>Department:</b>	Maintenance Department
<b>Status:</b>	Full-Time / Non-Exempt Hourly
<b>Reports to:</b>	Facilities and Safety Supervisor

**Job Summary:**

Under the general supervision of the Facilities and Food Safety Supervisor, the Facilities/Warehouse Assistant will assist in maintaining a clean, food safe, and attractive working environment.

**Major Responsibilities and Duties:**

- Maintaining a food-safe environment.
- Assist with janitorial duties as assigned.
- Maintain the trash and recycling area.
- Complete light building maintenance as assigned.
- Duties may include but are not limited to painting, changing lights, hanging signs, and other general building maintenance tasks.
- Report to Facilities and Safety Supervisor regarding resolved repairs, those needing attention, and those currently in progress.
- Assist with warehouse operations, forklift operations and pallet jack operations as necessary.
- Assist with volunteer activities when needed.
- Responsible for projecting a positive public image of FOOD Share at all times.
- Responsible for upkeep to A.I.B. standards.
- Other duties as assigned.

**Job Qualifications:**

- High School diploma or equivalent.
- Forklift experience preferred (site specific training will be provided).
- Minimum of one (1) year work experience in a warehouse environment with an emphasis on housekeeping and sanitation. Proven ability to work safely with chemicals, cleaners and equipment (pressure washer, floor scrubber etc) used during job assignments.
- Experience in proper cleaning and repair procedures.
- Clean DMV record
- Bilingual English/Spanish preferred
- Ability to lift 50 pounds safely several times per day.
- Ability to work in a Collaborative Team Environment.
- Demonstrated commitment to the mission of FOOD Share.
- Available to work occasional evenings and weekends when needed.
- Provide proof of COVID vaccination status.



**Department Requirements:**

- All staff are required to be organized and efficient at prioritizing projects;
- All staff needs to have the ability to work with volunteers to maximize efficiency.
- All staff needs to have exemplary customer service skills to communicate with all food bank stakeholders.

***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