



JOB DESCRIPTION

Position:	Facilities Assistant
Department:	Maintenance Department
Type:	Full-time/Non-Exempt
Reports to:	Facilities and Warehouse Operations Manager
Pay Range:	\$18.81 - \$20.00 per hour

About Food Share of Ventura County:

Food Share is Ventura County's largest hunger-relief organization feeding 267,000 people with a staff of 38 employees, 3,200 volunteers and a budget of \$9 million to distribute 20 million pounds of food annually. The non-profit organization was founded 45 years ago and is an affiliate member of Feeding America and the California Association of Food Banks.

Food Share Culture:

Every day, a group of talented, passionate, committed, hard-working professionals come together to work on a common goal – to lead the fight against hunger in Ventura County. Specifically, our role is to improve the lives of those in need by providing fresh, nutritious food. Recently named in the 2023 list of Best Places to Work by the Pacific Coast Business Times for the third year in a row, Food Share's family of hunger-relief staff and volunteers work together with compassion, commitment, and a shared belief that no one should go hungry in Ventura County.

Job Summary:

Under the general supervision of the Facilities and Warehouse Operations Manager, the Facilities Assistant will maintain the physical appearance and general sanitation of the warehouse and office facility using generally accepted janitorial practices and materials in accordance with Food Share policies and requirements along with all Local, State and Federal Food Safety regulations. Assists in maintaining a clean, safe, and attractive working environment, with a special effort in food safety and facilities maintenance.



Job Responsibilities:

- Maintains a cleaning schedule for the facility to keep the food products at Food Share wholesome and safe.
- Responsible for maintaining cleanliness of the interior and exterior of the facility by sweeping, mopping, dusting, vacuuming, power scrubbing, washing, and sanitizing; removing waste and recyclable materials as needed.
- Maintaining exterior grounds including landscaping and outside areas.
- Responsible for maintaining the breakroom, offices, and restrooms to the highest level of cleanliness possible. Maintain sufficient inventory of required stock items (toilet paper, paper towels, soap, sanitary napkins, and odor control devices) for each restroom.
- Exercise proper, safe use, safe handling, and storage of chemical-based cleaners.
- 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 (plumbing, carpentry, painting, plastering, machine servicing, electrical or vehicle, etc.)
- Report to Facilities and Warehouse Operations Manager regarding resolved repairs, those needing attention, and those currently in progress.
- Perform other duties including any warehouse duties as needed and assigned by warehouse managers and supervisors to accomplish the goals and objectives of the food bank to feed our clients daily.
- Responsible for implementing Master Sanitation Schedule
- Responsible for assisting in facility maintenance and repair.
- Maintaining a food-safe environment.
- Preparing supplies and equipment for events.
- Cleaning the cooler and freezer.
- Responsible for always projecting a positive public image of Food Share.
- Responsible for upkeep to A.I.B. standards.
- Other duties as assigned.

Job Qualifications:

- High School diploma or equivalent.
- Forklift experience required.
- Minimum of one (1) year's work experience in a warehouse environment with an emphasis on housekeeping and sanitation. Proven ability to work safely with chemicals and cleaners 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

Physical Requirements:

- Must be able to perform physical labor as necessary (stand/walk/move for long periods of time, lift up to 50 lbs., work with warehouse equipment).
- Must be comfortable working in an office environment for extended periods of time.
- Frequent travel off-site as needed.

Employment Requirements:

- Able to successfully pass health screenings and background checks.
- Fully vaccinated.
- Follow Food Safety Standards throughout the organization.

Additional Employee Benefits

- Comprehensive health, dental, and vision coverage
- Group Basic Life and Accidental Death & Dismemberment insurance with 100% employer coverage
- 403(b) retirement plan
- Paid Time Off
- Holidays
- Paid Leave (Jury Duty, Bereavement, etc.)
- Education reimbursement
- Wellness discounts

Food Share provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Food Share complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

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 work requirements that are inherent to the job. The job description is subject to change, and additional responsibilities may be assigned according to operational needs.