



**Position Title:** Warehouse Associate – Receiving/Driving

**Status:** Full-time, Temporary up to 6 months (may become Regular), Non-exempt, Reporting to the Warehouse Manager

**Position Summary:**

Do you want to change lives? Yolo Food Bank advances the common good in our community by providing nutritious food for 55,000 children, seniors, veterans, disabled, homeless and other vulnerable Yolo County residents each month. This is accomplished via a network of 200 food distribution partners and relationships with nearly 100 local nonprofit organizations. Working collaboratively within a team environment, this position is responsible for day-to-day physical operations, including picking up, receiving, organizing, inspecting, and maintaining inventory of donated goods; driving to and from distribution sites as needed; and helping maintain warehouse safe operations and appearance. This position performs a variety of warehouse duties that require the ability to understand and meet regulatory and safety requirements, operate equipment properly and safely, and work well with others..

**Qualifications:**

1. One year truck driving experience.
2. Valid Class C California drivers license with evidence of insurability.
3. Able to perform basic math and read, write and speak English clearly in person and over the telephone.
4. Able to maintain, update and store routine documents correctly, use a computer (e.g., email, electronic timecards, basic correspondence), and operate and maintain warehouse operations equipment safely and efficiently.
5. Can perform multiple tasks well and within deadlines as well as manage multiple projects with attention to detail.
6. Uses sound reasoning and logic while performing all tasks and responsibilities.
7. Able to establish and maintain effective working relationships with staff and volunteers, including with individuals performing court-ordered community service.
8. Can work independently with little supervision as well as part of a team.

For more information about Yolo Food Bank, please visit [www.yolofoodbank.org](http://www.yolofoodbank.org).

To apply, please submit cover letter and resume to: [lorna@yolofoodbank.org](mailto:lorna@yolofoodbank.org).

The subject line must read: **Warehouse Associate**, followed by your last name.

Yolo Food Bank is an Equal Opportunity Employer.