



**Position title:** Warehouse Associate

**Status:** Full-time (40 hours per week), hourly, reporting to the Warehouse Manager

**Position summary:**

Do you want to change lives? Do you embrace an environment of transformational change? At Yolo Food Bank, we embrace a culture of philanthropy, collaboration and innovative change throughout the organization. In executing our mission to end hunger and malnutrition in Yolo County, we positively impact the lives of the nearly 39,000 men, women and children who live in poverty in Yolo County. We provide for 55,000 food distribution visits each month at more than 80 locations via a network of 200 partnerships with food donors, distribution sites and relationships with 72 local nonprofit organizations. This work is propelled from our ten-month-old 42,000 square foot food distribution warehouse and operations facility. The facility offers the programmatic promise and capacity expansion potential to meet the full food security needs of Yolo County, and to simultaneously shift the nutritional paradigm of the community.

This position reports to the Warehouse Manager. Working as part of a team, this Warehouse Associate position is primarily responsible for receiving and preparing orders of donated goods (e.g., fresh fruits and vegetables, canned foods, etc.) by loading/unloading, counting, verifying received products against bills of lading and other records, picking up and delivering donated goods, logging incoming and outgoing shipments on pallets and/or in boxes, and completing all related paperwork including pounds received. The position also performs a variety of warehouse duties that have some physical demands, require attention to detail and working well with others, and the ability to understand and meet regulatory and safety requirements. A valid Class B California driver license and evidence of insurability are required.

**Minimum Education, Experience and Qualifications:**

1. One year experience in truck driving or one year warehouse experience.
2. Able to drive YFB transportation up to twenty (20) hours per week, primarily picking up and delivering donated goods.
3. Able to work in a warehouse environment or at distribution sites with physical and weather-related demands, with or without accommodation.
4. Can manage multiple projects with attention to detail, handle multiple interruptions, maintain focus on tasks, and produce accurate work.
5. Able to use sound reasoning and logic while performing all tasks and responsibilities.
6. Able to establish and maintain effective working relationships with staff and volunteers, including with individuals performing court-ordered community service.
7. Can work independently as well as part of a team.

8. Able to perform basic math (add, subtract, multiply, divide whole numbers) with minimum 95% accuracy.
9. Able to update and store routine documents so they can be clearly understood by the reader and located quickly when needed.
10. Able to read, write and speak English clearly in person and over the telephone.
11. Can utilize computer (e.g., send/receive email, complete electronic timecards, prepare basic correspondence) and maintain warehouse operations equipment (e.g., pallet jacks) in compliance with safety practices and procedures.
12. Can perform multiple tasks within deadlines and upgrade skills as needed to meet changing job conditions.
13. Able to adhere to safety practices, legal and regulatory requirements, and YFB policies.
14. Can operate equipment safely and efficiently in warehouse operations.
15. Able to prepare and maintain accurate records.

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: [corkey@yolofoodbank.org](mailto:corkey@yolofoodbank.org)
- The subject line must read: **Warehouse Associate**, followed by your last name.

# WAREHOUSE ASSOCIATE

**Regular Work Schedule:** Monday through Friday; Work hours to be determined; Occasional weekends.

**Position Summary:** This position reports to the Warehouse Manager. Working as part of a team, the Warehouse Associate is primarily responsible for day-to-day physical operations and warehouse appearance including receiving, handling and inventorying donated goods and driving to and from distribution sites as needed. The position performs a variety of warehouse duties that have some physical demands, require attention to detail and working well with others, and the ability to understand and meet regulatory and safety requirements.

Note: Not only is Yolo Food Bank's (YFB) mission to end hunger and malnutrition in Yolo County, YFB actively reduces poverty in the county by advancing environmental, social, and economic sustainability. All positions at YFB are required to serve as ambassadors for our work, and to develop and enhance a nimble, resourceful, creative, curious, collaborative, compassionate, and visionary approach to accomplishing individual and organization-wide goals and objectives.

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

### 1. Receiving and inventory responsibilities:

- a. Receive and prepare orders of donated goods (e.g., fresh fruits and vegetables, canned foods, etc.) by loading/unloading, counting, verifying received products against bills of lading and other records, and logging incoming and outgoing shipments on pallets and/or in boxes, and completing all related paperwork including pounds received.
- b. Update product inventory in electronic inventory system(s); assist with inventory cycle counts and reconciliation of inventory logs.
- c. Inspect donated goods for damage or spoilage and report any problems to supervisor. Rotate existing produce to ensure old product is used first.
- d. Check product expiration dates to ensure code dates are within regulatory limits.
- e. Use a forklift and/or pallet jack to organize and place product on shelves or storage/loading areas as appropriate and in a safe, efficient and useful manner as needed to create appropriate arrangements for staging.
- f. Drive truck on scheduled and unscheduled routes to transport donated goods and other items to designated sites throughout Yolo County.
- g. Load and unload pallets and/or boxes of donated goods upon delivery and complete related paperwork, including pounds distributed.
- h. Assist with inventory cycle counts and reconciliation of inventory logs.
- i. Maintain truck(s) and forklift(s) (e.g., checking fluid levels, fueling, cleaning, tires, etc.) and Fleet Maintenance Logs to ensure compliance with all safety requirements.

### 2. Warehouse cleanliness:

- a. Keep Receiving Room ready so volunteers can sort product for Rural Food Delivery boxes at any time.
- b. Maintain clean and safe Warehouse facilities and refrigeration, including outdoor areas related to warehouse operations, and inform supervisor of any storage-related problems. Tasks may include mopping, sweeping, dusting, cleaning toilets/sinks, etc.
- c. Perform pest inspections daily, including reporting trap status and replacing traps per Standard Operating Procedures.
- d. Perform housekeeping and other sanitation tasks as needed.

### 3. Model Yolo Food Bank core values and organizational culture in all work efforts.

## **Other Duties and Responsibilities:**

1. Fill in for other warehouse operations staff as required, including driving to pick up or drop off food.
2. Serve as a resource as needed for other warehouse staff, volunteers or community service workers so they can perform tasks correctly and safely.
3. Perform all other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Experience, Knowledge, Skills and Abilities Required:**

1. One year experience in truck driving or one year warehouse experience.
2. Able to drive YFB transportation up to ten (10) hours per week, primarily picking up and delivering donated goods.
3. Able to work in a warehouse environment or at distribution sites with physical and weather-related demands, with or without accommodation.
4. Can manage multiple projects with attention to detail, handle multiple interruptions, maintain focus on tasks, and produce accurate work.
5. Able to use sound reasoning and logic while performing all tasks and responsibilities.
6. Able to establish and maintain effective working relationships with staff and volunteers, including with individuals performing court-ordered community service.
7. Can work independently as well as part of a team.
8. Able to perform basic math (add, subtract, multiply, divide whole numbers) with minimum 95% accuracy.
9. Able to update and store routine documents so they can be clearly understood by the reader and located quickly when needed.
10. Able to read, write and speak English clearly in person and over the telephone.
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12. Can perform multiple tasks within deadlines and upgrade skills as needed to meet changing job conditions.
13. Able to adhere to safety practices, legal and regulatory requirements, and YFB policies.
14. Can operate equipment safely and efficiently in warehouse operations.
15. Able to prepare and maintain accurate records.

### **Certificates and Licenses:**

1. Valid California driver's license and evidence of insurability; may require Class B California driver's license depending on type of transportation to be driven.
2. Obtain Food Handler Card within 30 days of work start date.

## **WORKING CONDITIONS**

1. Work in a warehouse with a significant amount of walking or standing on concrete surfaces (regularly 40% standing, 40% walking, and 20% sitting in a truck or on a forklift).
2. Regularly: reach above shoulder height, use fine finger dexterity – primarily for keyboarding or handwriting.
3. Occasionally: climb, balance, stoop, kneel, crouch, or crawl.
4. Required to regularly lift, push or pull up to 25 pounds, frequently up to 50 pounds.
5. Work in extreme temperature variations. Entrances may be open and work conditions can be very hot during the summer months and very cold during the winter. Employee may be going in and out of freezers and coolers throughout the workday with extreme variations in temperature. Certain work requires prolonged time working in sub-freezing temperatures.

6. Workspaces may be dusty and noisy due to motorized vehicle traffic operating in the building.
7. Work frequently outside, exposed to the elements.
8. May be exposed to spoiled food and sharp objects due to working with damaged product.
9. Often use pallet jacks requiring the ability to push and pull over 2,000 pounds using the equipment.

Yolo Food Bank is an Equal Opportunity Employer