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## EMPLOYMENT OPPORTUNITY

### Warehouse Associate

Full-time

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Do you want to change lives? Do you want to work where every day you help hundreds of people in need and with team members always there to help you? Do you have good physical, planning and organizing abilities to meet performance expectations and a valid California Driver's license? Then we invite you to join our growing Operations team!

#### POSITION SUMMARY

Warehouse Operations staff perform critical duties for ensuring that members of our community who are food insecure have access to donated food. Working as part of an amazing team, this position is primarily responsible for day-to-day physical operations and appearance in the Nonprofit Nutrition Center, including receiving, handling and inventorying donated goods. The position may also perform 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.

#### WORK SCHEDULE (NON-EXEMPT)

Full-time: 40 hours/week, between Mondays and Saturdays, 7:00am to 3:30pm

#### COMPENSATION & BENEFITS

Salary range is \$17-\$19 per hour, plus benefits including quarterly bonus opportunity, 4 weeks Paid Time Off, 10 paid holidays, medical and dental insurance, 403(b) retirement plan match, Flexible Spending Accounts, employer-paid life insurance and Employee Assistance Program, and \$100/year clothing allowance.

#### ABOUT YOLO FOOD BANK

Recognized by the *Sacramento Business Journal* in 2020 as one of the Best Places to Work, YFB positively impacts the lives of more than 60,000 Yolo County residents who live in poverty. We provide as many as one million pounds of food each month at nearly 130 distributions via a network of 200 partnerships with food donors, distribution sites, and relationships with 84 local nonprofit programs. Not only is YFB's mission to end hunger and malnutrition in Yolo County, YFB actively reduces poverty in the county by advancing environmental, social and economic sustainability. It is YFB's objective to develop and nurture an equitable, sustainable local food system to advance the health and wellness of ALL Yolo County residents. All positions at YFB serve as ambassadors for our work, and develop and enhance a grateful, nimble, resourceful, creative, curious, collaborative, compassionate, and visionary approach to accomplishing individual and organization-wide goals and objectives.

Visit our website for details on our programs and impact: [www.yolofoodbank.org](http://www.yolofoodbank.org).

#### KEY RESPONSIBILITIES

Receiving and inventory responsibilities:

- 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, logging incoming and outgoing shipments on pallets and/or in boxes, and completing all related paperwork including pounds received using the electronic inventory database system.
- Update product inventory in electronic inventory system(s); assist with inventory cycle counts and reconciliation of inventory logs.
- Inspect donated goods for damage or spoilage and report any problems to supervisor. Rotate existing produce to ensure old product is used first.

- Check product expiration dates to ensure code dates are within regulatory limits.
- 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.
- Drive truck on scheduled and unscheduled routes as needed to pick up or transport goods donated to YFB to the warehouse or designated sites throughout Yolo County. Including maintaining 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 as well as completing truck and mileage logs timely and accurately.
- Load and unload pallets and/or boxes of donated goods upon delivery and complete receiving logs and orders paperwork, including pounds distributed.
- Assist with inventory cycle counts and reconciliation of inventory logs.

Nonprofit Nutrition Center/Warehouse cleanliness:

- Keep loading dock area, sorting area and Receiving Room clean and ready at all times so staff can sort product efficiently
- Maintain clean and safe warehouse facilities, equipment and refrigeration, including outdoor areas related to warehouse operations, and inform supervisor of any storage-related problems. Tasks may include mopping, sweeping, dusting, etc.
- Perform pest inspections daily, including reporting trap status.
- Perform housekeeping and other sanitation tasks as needed.

Embrace and model a Culture of Philanthropy to inspire colleagues and advance YFB's mission.

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

## QUALIFICATIONS & EXPERIENCE

The ideal candidate will possess the following experience, skills and personal attributes, with truck driving experience preferred:

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

## APPLICATION PROCEDURE & TIMELINE

Please submit a resume and letter of interest with Warehouse Associate and your last name in the subject line to **Jim Newton, Warehouse Supervisor, [Jim@yolofoodbank.org](mailto:Jim@yolofoodbank.org)**.

YFB is an Equal Opportunity Employer.