

Job Title: Food Services - Warehouse Assistant

Department: Food Services

Reports To: Food Services - Warehouse Manager

FLSA Status: Non – Exempt, Hourly

Prepared Date: July 2024

Executive Director Approved

Summary:

Assist the Food Services – Warehouse Manager with performing warehouse functions related to weighing and sorting food, as well as distributing food at distribution centers. This includes assisting in the direction of volunteer, trainee, and intern activities and providing training and direction.

Essential Duties and Responsibilities:

- Ensures that the mission and values of the organization are upheld and that the face of FUCI reflects compassion for all, integrity in practices, and professionalism overall.
- Loading and unloading delivery vehicles as necessary.
- Operates warehouse equipment, including forklifts, pallet movers, carts, hand trucks, or electric hand trucks used in loading and unloading materials and items from receiving or production areas to storage or to other designated areas.
- Provides quality control in inspecting food and deliveries while reporting signs of contamination or damages and sees that it is distributed in a timely manner.
- Helps coordinate, set up, package, and prepare food for distribution to clients, including food boxes or bags to homebound clients.
- Fills food orders for off-time pick-ups, or as needed.
- Oversee the preparation of homeless lunches when necessary.
- Logs food donations received and distributed.
- Perform housekeeping tasks on warehouse grounds to maintain a clean environment in work and food areas, in accordance with food safety and handling procedures.
- Adheres to safety practices and procedures in compliance with FUCI's standards. Maintains safe and clear walkways for clients and warehouse personnel.
- Performs related assignments as requested by the FUCI's management.
- Other duties as assigned.

Supervisory:

This position does not oversee staff.

Qualifications:

Education/Experience

An equivalent combination of education and experience is acceptable.

- High School graduate or equivalent experience.
- Experience coordinating and supervising volunteers/working with diverse people.
- Some food distribution experience preferred.
- Experience with leading justice, diversity, equity, and inclusion initiatives.
- Experience in advocating the organization's vision and mission.
- Experience supporting community or public services programs, and nonprofit leadership preferred.

Required Skills/Abilities

- Ability to successfully pass a criminal background check and drug screen prior to hire.
- Proficiency in computer applications such as Microsoft Office and fluency in basic math skills.
- Skill to operate forklift in warehouse setting.
- Good driving record required.

- Spanish or Chinese fluency preferred.
- Outstanding communicator with excellent speaking, writing, and listening skills.
- Good planning skills and good judgment.
- Strong logistics abilities and organizational skills.
- Knowledge of food safety including preparation and presentation.
- Ability to relate well with other people and demonstrate compassion and empathy.
- Ability to publicly advocate on behalf of Foothill Unity Center and the people it serves.
- Ability to work occasional evenings, weekends, and travel between organization sites as needed.

Personal Characteristics

- Compassion for vulnerable people of all races; ethnicities, origins, abilities, religions, genders, and ages.
- Critical thinker and problem solver who is comfortable making tough decisions.
- High degree of emotional intelligence, interpersonal skills, empathy, and humility.
- Comfort working in a multi-ethnic and diverse organization.
- Deep commitment to diversity, equity, and inclusion.

Certificates, Licenses, Registrations

- Valid Driver's License
- Forklift Certification

Work Environment:

- The work is typically performed in between an office and warehouse environment setting with a moderate to loud noise level.
- Environmental conditions may include exposure to temperature changes, sharp objects, slippery surfaces, crowded areas, or working near moving parts.

Physical Demands:

- Ability to sit, stand, and move as needed to complete job duties.
 - Ability to communicate clearly and effectively both in person and on the telephone.
 - Ability to work at a computer terminal for some of the workload for this position.
 - Ability to lift and carry up to 50 lbs.
 - Ability to effectively operate a forklift.
 - Ability to move in and out of refrigerators and freezers tolerating temperature changes.
 - Ability to perform repetitive movements over long periods.
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