



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Warehouse Specialist

About Second Harvest Food Bank

Looking for mission-driven work? Do you want to start each day knowing you are going to put nutritious food in front of hungry people? Do you want to go home each day knowing you've made a difference for families, seniors and those in need?

As one of the largest food banks in the nation, providing food to an average of more than one quarter of a million people each month, SHFB mobilizes individuals, companies, and community partners to connect one out of 10 local residents to the food they need. With a strong commitment to nutrition, SHFB distributes more fresh produce than any other food bank in the United States.

SHFB is a \$120 million revenue generating organization (including value of donated food) with a \$39 million cash budget for this year. A highly efficient operation, with over \$.95 of every \$1 going to programs that feed hungry people, SHFB is consistently recognized as a charity of choice and in 2012 OpportunityKnocks.org ranked SHFB as the top nonprofit to work for in the country.

Second Harvest Food Bank of Santa Clara and San Mateo Counties (SHFB) is a high impact organization with an exciting new strategic plan to increase food distribution by 14% by June 2019. To get that done, we'll handle 75.5 million pounds of food while limiting food waste to 3% or less. We'll focus on efficient internal operations, in particular service delivery, food safety and food donation receiving processes. For more information, please visit <http://www.shfb.org>

Reports To:	Warehouse Manager
Location:	San Jose Warehouse Locations
Hours:	Full Time (40 hours per week) –Evening Shift Start time 3pm. Some weekend and Overtime as needed. Must be flexible: Start times and locations may change as business needs change.
Compensation:	Competitive hourly wage. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 160 hours/year, ten paid holidays, and retirement plan.

Purpose of the Position

To insure that all food and non-food products are received, stored and handled in a safe, accurate and efficient manner and made accessible for distribution.

Duties and Responsibilities

- Operate all Warehouse Equipment to:
 - Unload and load trucks/trailers/donor's vehicles, store food and rotate stock in preparation for storage and distribution; and
 - Pick, palletize and load product onto SHFB vehicles in advance of delivery.
- Assist the Warehouse Manager in planning placement and organization of warehouse stock in accordance with Food Bank inventory standards.

CURTNER CENTER
750 Curtner Avenue
San Jose, CA 95125
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F 408-266-9042

CYPRESS CENTER
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BING CENTER
1051 Bing Street
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- Assist in the timely creation and maintenance of accurate and complete product records supporting picking, shipping, receiving and inventory activities. Participate in daily, weekly the end-of-month cycle counts and mid-year and year-end physical inventories, as directed by the Warehouse Manager.
- Assist in maintaining a clean, orderly warehouse and outside storage area. As instructed by the Warehouse Manager, direct volunteers to assist in accomplishing assignments.
- Perform inspection and cleaning of assigned warehouse equipment daily. Report any issues with equipment and document daily. Any and all safety issues must be reported immediately to the Manager/supervisor on duty.
- Perform duties in accordance with Second Harvest Food Bank's safety policies.
- Work in conjunction with the Food Bank's Food Resources, Inventory, and Operations staff to ensure the timely receiving and distribution of product.
- Store, handle, and distribute all products abiding by SHFB's Food Safety Policy, Feeding America and American Institute of Baking (A.I.B) food safety guidelines and in accord with all city, state and federal regulations.
- Assist staff with other Operations Department responsibilities as required.
- Second Harvest Food Bank is a "second responder" in the event of a community emergency or disaster. During an emergency or disaster, and only after an employee's personal responsibilities are under control, employees are asked to report for work to be available to help in ways that may be different from their normal work responsibilities. In addition, employees may be temporarily transferred to other food banks (travel expenses paid) to assist them in recovering from the disaster.

Qualifications

- Forklift experience and the ability to obtain forklift certification.
- Basic knowledge of food storage, handling and distribution procedures.
- Basic knowledge of inventory control processes and procedures.
- Valid California driver's license and a clean DMV printout - preferred but not required.
- Proven ability to safely operate all types of warehouse equipment, including, but not limited to, pallet jacks, forklifts and dock levelers.
- Exert force and/or lift or carry items weighing twenty (20) to one hundred (100) pounds occasionally, and up to fifty (50) pounds frequently.
- Up to 2/3 of the time: walk; sit; squat; bend; twist; reach at various heights above and below shoulder level.
- Up to 1/3 of the time: push or pull; lift or carry large, heavy, awkward objects while maneuvering in a confined space, e.g., narrow aisles, high density storage areas, inside of a truck box, etc.; ascend or descend flights of stairs; climb in or out of trucks, docks and/or forklifts.
- Work inside freezers and coolers with a temperature range of -10 degrees F. to 38 degrees F.

[CLICK HERE TO APPLY!](#)

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

Note: This job announcement is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive; the job may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. Management reserves the sole right to add, modify or exclude any essential or non-essential requirement at any time with our without notice. Nothing in this job announcement is intended to create a contract of employment of any type. Employment is "at will" and may be terminated at any time by the employer or employer with or without cause or notice.

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