



SECOND HARVEST
of SILICON VALLEY

Position Announcement Warehouse Specialist

About Second Harvest Food Bank

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 309 partners at 985 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy and housed by providing enough nutritious food for 57 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

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.
- 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.



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



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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 upto 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.

Reports To:	Warehouse Manager
Location:	San Jose, CA
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.

CLICK HERE TO APPLY!

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY



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