



**SECOND HARVEST**  
of SILICON VALLEY

## Position Announcement Sanitation 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](http://shfb.org).

### Purpose of the Position

The Sanitation Specialist will maintain the physical appearance and general sanitation of the warehouse and/or office facility through the use of generally accepted janitorial practices and materials in accordance with Second Harvest Food Bank policy, Feeding America and the American Institute of Baking (A.I.B) Food Safety requirements along with all Local, State and Federal Food Safety regulations.

### Duties and Responsibilities

- Maintain cleanliness of the interior and exterior of the facility by sweeping, mopping, dusting, vacuuming, power scrubbing, washing and sanitizing; removing waste and recyclable materials as needed.
  - Maintain a variety of surfaces including carpet, linoleum, resilient and ceramic tile, finished and unfinished dry wall, wood and metal surfaces and finished and unfinished concrete through the use of generally accepted janitorial practices.
  - Maintain the restrooms to the highest level of cleanliness possible. Maintain sufficient inventory of required stock items (toilet paper, paper towels, soap, sanitary napkins and odor control devices) for each restroom.
- Perform duties and operate and maintain equipment in a safe manner. Follow safe work practices as detailed in Second Harvest Food Bank's safety policies and Injury/Illness Prevention Plan.  
Exercise proper, safe use, safe handling and storage of chemical-based cleaners.
- As directed by the Warehouse Manager, work with volunteers to accomplish sanitation and housekeeping chores.
- Assist in maintaining an adequate supply of janitorial supplies and equipment.  
Sanitation Specialist should have an understanding of AIB requirements regarding food safe use of cleaning chemicals as well as ensuring compliance. This also includes making sure that SDS sheets are up to date prior to the use of any cleaning chemicals in the building. Recommend new safe and environmentally friendly cleaning products, quality cleaning equipment and the monitoring of supplies. Per our food safety policy all cleaning supplies must be pre-approved prior to use at any of our facilities.



**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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- Complete light building maintenance as assigned by Director of Facilities. Duties may include but are not limited to painting, changing lights, hanging signs, and other general building maintenance tasks.
- Working with the Warehouse Manager, conduct facility food safety inspections. Report findings and help set dates and responsibility for solving any discovered issues. Report at monthly Food Safety meetings.
- Perform other duties including any warehouse duties as needed and assigned by warehouse managers and supervisors in order to accomplish the goals and objectives of the Foodbank to feed our clients daily.
- 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

- Minimum of two (2) years’ work experience in a warehouse environment with an emphasis on housekeeping and sanitation. Proven ability to work safely with chemicals and cleaners used during job assignments.
- Proven ability to work steadily, independently and reliably with minimum supervision. Ability to follow standardized written procedures. Ability to follow a written schedule and make recommendations for improvements.
- Ability to work well with staff and volunteers. Coordinate and informally supervise volunteers as assigned.
- Ability to safely operate cleaning equipment and basic tools.
- Ability to occasionally work inside freezers and coolers with a temperature range of -10 degrees F. to 38 degrees F.
- Exert force and/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, and reach at various heights above and below the 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 or forklifts.
- Must be able to operate manual and electric walk- behind pallet jack and sit down forklift. Must be able to pass certification of said equipment.
- Must have valid Driver’s License to drive between facilities for various job assignments.



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| <b>Reports To:</b>   | Director of Facilities   |
| <b>Location:</b>     | (1) 750 Curtner Avenue, San Jose, CA 95125, or<br>(2) 4001 North First Street, San Jose, CA 5134   |
| <b>Hours:</b>        | Full-time, Non-Exempt. Regular schedule with occasional evenings and weekends.   |
| <b>Compensation:</b> | Competitive hourly wage. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 160 hours/year, ten paid holidays, and retirement plan. |

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