



Family Services Operations Assistant

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fifteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Family Services Operations Assistant is responsible for assisting with all of the operational needs for SFBFS' Family Services' campus, including providing support to the programs and staff as well as operational assistance and maintenance for the Family Services campus including Donation Receiving and warehouse support. The Family Services Operations Assistant also assists with any organizational special event needs including set-up and clean-up.

The Family Services Operations Assistant will:

- Assist with Donation Receiving, ensuring donations are delivered to the correct programs and provide coverage when needed
- Assist with organization and workflow, systems and processes in Family Services campus warehouse
- Coordinate the pick-up of food and items from SFBFS' Food Bank Services campus and delivery to the Family Services campus' other assigned locations
- Assist with the maintenance and cleanliness of the Family Services campus warehouse, facilities and grounds on a daily basis
- Pick up limited furniture and household items from donor home for Refugee Resettlement Services
- Operate warehouse equipment in a safe manner
- Help conduct periodic physical inventories, as directed
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- High school diploma or equivalent
- Minimum one year of truck driving experience
- Clean driving record
- Basic knowledge of Microsoft Office programs including Outlook, Word and Excel
- Work with volunteers of all ages and abilities
- Work with individuals from diverse backgrounds
- Proficient e-mail, calendar and navigation application use

POSITION DETAILS

- Full-time, non-exempt position; Monday – Friday (some nights); occasional weekends and holidays as needed
- Based out of SFBFS' Family Services campus location
- Comprehensive benefits

Applicants must submit resume, cover letter, [SFBFS' employment application](http://www.sacramentofoodbank.org/employment) (found here: www.sacramentofoodbank.org/employment) which should include three professional references to employment@sacramentofoodbank.org by January 15, 2018 for consideration. **No phone calls please.**