



## Warehouse Associate

**Are you interested in using your warehouse experience to make the difference in the lives of 116,000 Alameda County residents every month?** Are you inspired by work where you can make the difference in the lives of others? If so, the Alameda County Community Food Bank could be looking for *you* as our next **Warehouse Associate!**

This position provides critical logistics support to our busy warehouse operation, facilitating the movement of 30 million pounds of food in and out of our warehouse each year. Duties can vary day-to-day, but generally include: safely loading and unloading warehouse shipments; ensuring the accurate receipt, tagging, placement and re-stocking of all products; providing excellent customer service to volunteers, vendors and partners; and general facilities and equipment maintenance.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. Our organization's success is built on bold decision-making and an environment that embraces innovative thinking. Our strategic plan aims to provide 120 million meals annually through food distribution, government assistance enrollment and forceful legislative advocacy — while also looking beyond meals to examine and improve the impact of our efforts in our community. We are committed to the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion.

Alameda County Community Food Bank has received Charity Navigator's top rating for 13 consecutive years, ranking us among the top 1% of charities nationwide. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### KNOWLEDGE, SKILLS AND ABILITIES

#### Required Competencies

- Ability to perform duties in accordance with the Food Bank's Safety and Injury Prevention Program.
- Prior experience with material handling equipment (e.g. forklifts and pallet jacks). Current Forklift Certification preferred.
- Valid California Class C Driver's License with an insurable driving record. (Personal vehicle not required.)
- Ability to complete multiple tasks within a changing work environment.
- Service orientation with the ability to provide excellent customer service to our member agencies and collaborate with Food Bank other departments.
- Ability to develop and maintain collaborative and professional relationships.
- Basic mathematical and writing skills.
- Available to work occasional Saturdays (approx.. once every-other month)

#### Preferred Qualifications

- 2+ years of experience in a warehouse and distribution setting.
- Experience with the order building and pulling process, including reviewing orders, designing pallets, and preparing pallets for transport.

### PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation toward action, innovation and process improvement.
- Must have the ability to work both independently and in a collaborative setting with people of diverse backgrounds and circumstances.

#### **PHYSICAL REQUIREMENTS**

- Ability to lift and carry up to 70 pounds on a regular basis.
- Ability to walk and stand for long periods of time.
- Ability to work in a warehouse environment with temperatures ranging from minus 2 to above 90 degrees.
- Ability to bend, squat, stoop, kneel, and reach above your shoulders.

#### **COMPENSATION AND BENEFITS**

This is a full-time, non-exempt position working Monday – Friday, 7:00 a.m. to 3:30 p.m. (7.5 hour workday, 1 hour unpaid lunch break). The non-negotiable starting hourly wage is \$19.67 per hour (approximately \$38,350 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off, starting at: 10 days vacation, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, A&DD & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

**If you meet these qualifications and want to join our mission, please submit your resume and answer the application questions on our website at <https://www.accfb.org/careers>.**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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