



Warehouse 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 Warehouse Assistant provides assistance in all areas of the warehouse with respect to shipping, receiving, organizing, sorting and inventorying all items, food and nonfood. Secondary duties involve equipment maintenance, supporting special events and attending distributions when necessary. In addition, he or she works under the direction of the Warehouse & Inventory Manager to complete all necessary tasks pertaining to assisting in the day-to-day physical operations and appearance of SFBFS' Distribution Center in accordance with local, state and Feeding America's standards.

The Warehouse Assistant will:

- Provide excellent customer service on dock when pulling and verifying agency orders and supervise loading of agency vehicles
- Receive donations and keeps accurate log entries of all donations
- Assist in guiding volunteer groups in sorting products and ensuring product quality control is maintained
- Follow procedures pertaining to proper handling of receipts, agency orders and inventory documentation
- Maintain the warehouse, freezer and cooler in a neat and orderly condition, including frequent trash removal, ensuring access to products and proper rotation
- Assist route drivers by assessing the condition of donations they pick up, placing acceptable products in proper storage and immediately discarding all unacceptable product
- 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
- Basic computer programs and data entry requirements
- Food safety principles, practices and regulations
- Warehouse operations
- Inventory management
- Ability to analyze data and compile statistical summaries and reports and to operate a forklift

POSITION DETAILS

- Full-time, non-exempt position; Monday - Friday; occasional weekends and holidays as needed
- SFBFS' Food Bank 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 5, 2018 for consideration. **No phone calls please.**