

Job Title: Sanitation / Maintenance Associate
Department: Operations
Reports to: Warehouse Manager
Classification: Regular, Non-exempt, Full-Time
Location: Fairfield, CA
Work Schedule: Monday through Friday, 9am – 5:30pm, occasional Saturday

The Sanitation Associate performs general sanitation duties for the office, warehouse and volunteer center, ensuring that all office areas, restrooms, breakrooms, storage areas, and kitchens are properly cleaned, vacuumed and sanitized. This position is also responsible for minor building and equipment maintenance and repairs.

Essential Duties and Responsibilities

- Responsible for execution of the master cleaning schedule.
- Clean and maintain designated spaces both inside and outside of the building on a daily basis, which includes the lobby, restrooms, offices, conference rooms, parking lot, warehouse, breakrooms, and public areas.
- Sanitize and disinfect volunteers' work station areas.
- Maintain a food-safe environment, complying with State, Federal, and the Food Bank policies.
- Oversee the re-stocking and readiness of all operational areas, restrooms, and handwashing stations.
- Ability to learn and execute the operation of cleaning equipment in a safe, efficient manner.
- Ensure the garbage and recycling is disposed of daily and receptacles are cleaned and sanitized.
- Follows all safety procedures and guidelines and promotes safe work practices.
- Perform minor building and equipment repairs
- Conduct maintenance tasks such as replacing light bulbs
- Assemble cabinets and furniture as needed
- Perform a variety of routine safety checks
- Other duties as assigned.

Qualifications

- Previous sanitation experience in a fast-paced, food distribution environment highly preferred
- Ability to operate a forklift and an electric pallet jack. Previous experience preferred.
- Knowledge of safe and proper sanitation procedures in a warehouse setting highly preferred.
- Prior Food Handler, Serv-Safe, and other certifications are desirable.
- Ability to frequently lift 75 pounds, including overhead lifting.
- Previous forklift experience desired.
- The position requires the employee to work in a climate of 35° or lower cooler to ensure product freshness. Appropriate safety equipment is provided.
- Valid Class C CA driver's license and ability to be covered under the Food Bank's auto insurance policy.
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents.
- Ability to complete multiple tasks within a changing work environment.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Must understand application of chemicals used in cleaning.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Familiarity with order processing software.
- Ability to provide excellent customer service to our member agencies and other departments
- Must have the ability to work in a diverse environment with people of various ages, education, ethnic, socio-economic backgrounds.
- Interest in and commitment to the mission of the Food Bank.
- Employment is contingent on a passing criminal background screen and drug test, including marijuana.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: **“Sanitation Associate.”** Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer.
Underrepresented groups are encouraged to apply.**