



Temporary Warehouse Assistant

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at 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 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 Temporary Warehouse Assistant will:

- Maintain inventory when pulling, palatizing and staging products for orders both physically and in the data base.
- Provide excellent customer service on the dock when interacting with agencies, loading orders and receiving donations.
- Receive donations and keeps accurate log entries of all donations
- Assist in allocating product, setting up volunteer activities and guiding volunteer groups in sorting/packing products and ensuring product quality control is maintained
- Follow procedures pertaining to proper handling of receipts, orders & inventory documentation
- Maintain the warehouse, freezer and cooler in a neat and orderly condition, including frequent trash removal
- 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
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- Basic computer programs and data entry requirements
- Food safety principles, practices, and regulations
- Warehouse operations
- Inventory management
- High school diploma or equivalent

POSITION DETAILS

- Full-time, non-exempt position temporary; Monday - Friday; occasional weekends and holidays as needed (SFBFS' Food Bank Services campus location)
- Duration of employment shall not exceed 12/31/2022

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 for consideration. **No phone calls please.**