



Facilities 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 Facilities Assistant is responsible for assisting the Facilities and Equipment Manager in maintaining proper facility cleanliness and compliance. He/She will perform operational duties around exterior of facility, dumping daily disposal, minor maintenance of facility and other miscellaneous duties to ensure that building and facility are maintained in a healthy, safe and sanitary manner in accordance with all local, state and federal compliances and regulations.

The Facilities Assistant will (including but not limited to):

- Inspect structure of building(s) and determine if repairs are needed
- Work with outsourced companies to schedule repairs; maintain contact list and maintain all maintenance records
- Work with facility contractors to ensure proper upkeep of facility and documentation
- Work with pest control company to ensure proper pest management; maintain documentation Organize and maintain cleaning supply room along with cleaning stations throughout facility Transport, dispose of or relocate office equipment and furniture
- Clean and care for exterior of facility; maintaining grounds in a safe and healthy manner and in compliance with proper food safety and sanitation regulations
- Dump all garbage into outside dumpsters, thoroughly clean around all dumpsters to ensure no debris or food is on the ground.
- Maintain cleanliness of trash and dumpster area at all times
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- Minimum of a high school degree or equivalent
- Forklift certified and proficient in using pallet jacks and forklifts
- Possession and maintain an unrestricted California Class C driver's license; with less than three moving violations in a three-year period
- Knowledge of warehouse operations, practices, procedures, and standards
- Basic knowledge of Sacramento Food Bank & Family Services and Feeding America guidelines
- Basic knowledge of sanitary food safety, storage, and handling guidelines

POSITION DETAILS

- Full-time, non-exempt position; Monday - Friday; occasional weekends and holidays as needed
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more
- Pay range: \$18.00 - \$19.00 per hour / depending on experience, employer discretion

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.**