



Second Harvest Food Bank Santa Cruz County
Facilities Coordinator
\$66,123-\$71,989 Annualized Salary
NON-EXEMPT

About Us:

Come join Second Harvest Food Bank of Santa Cruz County! We are the first food bank in the State of California, and the second in the nation. We pride ourselves in providing 11 million pounds of food annually to over 70,000 people per month through our network of 150-member agencies and programs. We believe that a thriving community is one where everyone has access to nutritious food to support their health and wellbeing. Our team is dedicated to inspiring and supporting our community to provide nourishment for all community members.

Second Harvest seeks to attract and retain a diverse workforce that brings a broad range of perspectives and experiences to our work. We value lived experience alongside learned experience and we encourage you to apply, even if you don't believe you meet every one of our qualifications. We welcome applications from all qualified individuals, including applicants with a criminal history.

About the position:

The facilities Coordinator is responsible for the effective operation of the facilities efforts at Second Harvest. Responsibilities include building and equipment maintenance, building security, facilities procurement, vehicle fleet, and the supervision of janitorial operations.

REPORTS TO: *Facilities & Safety Director*

SUPERVISES: *Sanitation Specialist, Volunteers*

JOB SUMMARY:

Facilities and Fleet (50%)

- Ensure the overall efficient function of the food bank facilities operation, vehicle fleet, and equipment.

- Responsible for coordinating preventive and corrective maintenance of the building, vehicle fleet, and equipment.
- Coordinates preventive maintenance and repair of buildings, mechanicals, grounds, fleet, and equipment; to include but not limited to: furnishings, warehouse equipment, machinery, HVAC, refrigeration systems, plumbing, electrical systems, and alternative energy systems.
- Responsible for registering all vehicles with CARB and DMV.
- Work with the Facilities and Safety Director to create and manage the facilities and fleet budget.

Safety (30%)

- Serves as member of the safety committee.
- Performs risk assessments, assigns mitigation tasks, enforces use of PPE, engineering controls, and administrative controls to prevent injuries and property damage.
- Responsible for security of the facility to include maintaining fire alarm system, sprinkler system, fire pump, water supply, locks, security camera system, door hardware, and master keying.
- Identifies potential safety hazards and troubleshoots with the appropriate department/vendor to engineer a solution.
- Strictly adheres to and enforces all safety rules and Food Bank policies.
- Oversees maintenance of facility and operations to comply with OSHA, AIB, USDA, Feeding America, local Board of Health, food industry, and other licensing bodies.
- Perform routine facilities safety and good manufacturing practice inspections.
- Coordinates completion of all first aid and cleanup kits.

Supervision and Leadership (20%)

- Direct, manage, supervise, evaluate, staff, vendors and volunteers.
- Provide training to members of the organization regarding safe work and/or prerequisite programs such as but not limited to Chemical Management, safety equipment. Integrated pest management, etc.

QUALIFICATIONS:

Education and Experience:

- Associates degree or minimum two years of experience in facilities operations.
- Experience in coordinating preventive maintenance programs.
- Experience in troubleshooting general warehouse equipment.
- Previous experience in vendor relationship management.

Knowledge/Skills/Ability:

- Ability to safely operate a forklift.
- Basic knowledge of using and operating warehouse machinery, equipment, and hand tools.
- Knowledge of CARB transportation regulations.
- Written and verbal communication skills.
- Interpersonal/customer service skills.
- Must have ability to use Microsoft Office Suite such as but not limited to Excel, Word, Outlook, Teams.
- Ability to communicate effectively and respectfully with people from different racial, ethnic and cultural groups from different backgrounds and lifestyles.
- **Bilingual English/Spanish preferred.**

Additional Requirements

- Must have access to a motor vehicle, as well as valid auto insurance coverage.
- Must have a valid California Driver's License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank's insurance carrier).
- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.
- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Commitment to serving vulnerable populations and ending hunger in Santa Cruz County
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.
- Adherence to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- Ability to meet the following physical requirements with or without reasonable accommodation:
 - Able to hear conversations on the phone and in-person.
 - Must be able to sit at a desk or in a vehicle for long periods of time to perform certain job functions.
 - Be able to read, write, and interpret written reports, documents and manuals.
 - Able to repeatedly & safely lift bulky items weighing up to 50 pounds.
 - Frequent standing and sitting throughout the day.
 - Able to work in a refrigerated environment.
 - Able to stand and walk for up to eight hours on a cement surface.
 - Use hands to manipulate, handle, feel, and control items or equipment, including laptop computer and motor vehicle.
 - Climb up or down stairs.
 - Bi-manual dexterity and able to use a computer keyboard.
- Given the front-line nature of our work, there will be instances where staff are required to work a flexible schedule in order to respond to community needs. Advanced notice will be provided.

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

STANDARD WORK SCHEDULE: Hours are most commonly Monday-Friday 8:00AM-5:00PM with a one-hour lunch. However, occasional weekend and evening work may be required.

WORKSITE: 800 Ohlone Parkway, Watsonville, Ca 95076

WORK FROM HOME: Not Eligible

Benefits: We offer competitive salaries and benefits and a rewarding work environment.

PAID TIME OFF: new hires accrue three weeks of vacation time in their first year of service, in addition to paid 10 company holidays, and 12 sick days, per year.

HEALTH AND WELLNESS:

- ✓ 4 Gold-rated medical plans: employer covered at 90%-80% depending on the plan.
- ✓ 100% employer-paid benefits for employee Vision, Dental, Life, Long-Term Disability, Accidental Death & Dismemberment and Employee Assistance Program
- ✓ Employer subsidized vision and dental insurance for dependents.
- ✓ AFLAC supplemental plans
- ✓ Health Care and Dependent Care Flexible Spending Accounts
- ✓ Supplemental coverage on Life and AD&D plans.
- ✓ Pet Insurance

FINANCIAL BENEFITS

- ✓ 403(b) Retirement Plan with generous employer contribution.
- ✓ Tuition reimbursement program

Job Details: This is a full-time, regular, non-exempt position with a competitive annualized hourly salary of \$31.79-\$34.61 DOE.

To Apply: Please submit your resume and cover letter at <https://www.thefoodbank.org/careers>

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Second Harvest is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes

pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Second Harvest will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Second Harvest is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.
