



Central California Food Bank
Job Description

Job Title: Associate	Prepared By: HR Manager
Reports To: Warehouse Manager	Approved By: President/CEO
FLSA Status: Non-exempt	Pay Rate: \$17.60 per hour

POSITION SUMMARY:

The Maintenance and Sanitation Associate will be responsible for executing the sanitation cleaning needs of Central California Food Bank in accordance with quality and food safety requirements.

The following is a list of major duties and responsibilities for this position, but it is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description. This position is considered a safety sensitive position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Service, clean, and supply distribution center and administrative office

- Maintains cleanliness of designated building areas using various cleaning tools (i.e. broom, mop, brush, dustpan, cleaning chemicals, dust cloths)
- Operates sweepers, scrubbers, pressure washers and other janitorial type equipment
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Assist with maintenance as directed

2. Maintain policies, procedures, and practices regarding distribution center activities

- Engage in practices that promote sanitation and safety in food handling
- Engage in practices that promote safety among employees

3. Engage in productive work behavior

- Complete tasks in an accurate and efficient manner, working independently and in a fast-paced team environment to meet deadlines
- Work productively with others in a team environment
- Demonstrate interpersonal and oral communications skills
- Apply problem solving and critical thinking skills in daily distribution center activities
- Adhere to all Feeding America and Central California Food Bank regulations and guidelines
- Attend all staff meetings and appropriate training

4. Provide excellent customer service to all Central California Food Bank customers including Central California Food Bank clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.

- Engage in the following tasks or behaviors that represent excellent customer service: timely

responses, punctuality and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication

- Represent and advocate for the organization when in the community

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- High School Diploma or GED
- Ability to handle heavy equipment and machinery
- Demonstrate ability to read, write, and perform basic math skills in English
- Must pass background check and drug test at time of offer
- Must possess current California driver's license
- Able to stand or sit for extended periods of time
- Must be insurable by CCFB company vehicle insurance provider

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With distribution center and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a distribution center environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.

*Central California Food Bank is an Equal Opportunity Employer.
Central California Food Bank is a proud member of Feeding America.*

Central California Food Bank
Job Description Acknowledgement

	Maintenance and Sanitation	
Job Title:	Associate	Prepared By: HR Manager
Reports To:	Warehouse Supervisor	Approved By: President/CEO
FLSA Status:	Non-exempt	Approval Date: 7/9/18

By signing below I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

Employee Name (Print)

Employee Name (Signature)

Date