

BUILDING A HEALTHY AND HUNGER-FREE TULARE COUNTY

Temporary Warehouse Aide

- o TEMPORARY, PART-TIME (20-25 HRS/WK), SOME EVENINGS
- o \$18 AN HR
- o LOCATED IN EXETER, CA

ORGANIZATIONAL DESCRIPTION

FoodLink for Tulare County has been the local, independent food bank for over 40 years. Every year, FoodLink distributes millions of meals to over 70 food pantries, schools, and organizations throughout Tulare County, providing food to seniors, children, individuals and families in need. In addition, FoodLink's diverse programs in nutrition education, food waste recovery, community empowerment, advocacy, and food systems all work together towards a healthy and hunger-free Tulare County.

MISSION STATEMENT

FoodLink is committed to promoting equitable and dignified access to nutritious, healthy food while also addressing the root causes of hunger through education, advocacy, and food systems change.

ORGANIZATIONAL VALUES

Trust, Collaboration, Respect, Compassion, Food with Dignity.

POSITION DESCRIPTION

This position is responsible for supporting warehouse and distribution operations, including produce and order assembly, inventory, deliveries, record keeping, and assistance at community food distributions serving low-income communities throughout Tulare County.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Respectfully and professionally represents FoodLink and its programs at all times. · Assists with warehouse operations, including sorting & bagging produce, food box assembly, etc. · Delivers and unloads food commodities and produce for partners.
- Assists and distributes food at distributions.
- Maintains positive relationships with community partners.
- Follow food safety procedures.
- Assists community partners with pick-ups and loading.

- Is willing to learn and use material handling equipment (forklifts, pallet jacks, etc.) in a safe manner to perform all daily warehouse duties.
- Maintains an organized and sanitary facility.
- Communicates all problems with vehicles, machinery, tools, produce, etc. to the Relief Services Program Manager.
- Monitors work areas daily and resolves unsafe issues.
- Works with volunteers to set up and coordinate warehouse activities.
- Maintains a positive and collaborative relationship with all warehouse staff to encourage teamwork and mutual respect.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be 18 years or older
- Valid Class C California Driver's License
- High school diploma or equivalent.
- Ability to communicate clearly and concisely.
- Ability to work and interact well with individuals (staff and volunteers) from a variety of socioeconomic backgrounds in a culturally diverse environment.
- Ability to follow all safety regulations and instructions

OTHER SKILLS & QUALIFICATIONS

- Previous warehouse experience and forklift certification is preferable.
- Commitment to FoodLink's core values of trust, collaboration, respect, compassion, and food with dignity.
- Maintains a positive and constructive work environment and works well within a team.
- Maintains confidentiality and discretion of sensitive information.
- Communicates with other staff, volunteers, and clients in an effective, respectful, clear, concise, logical, and organized manner.

- Able to work with individuals of diverse personality, cultures, and age groups. · Able to interact successfully with community members, customers, volunteers, co-workers, and FoodLink management.
- Courteous driving habits.
- Exhibits strong work ethic, honesty and integrity in all aspects of the position and in carrying out job duties.
- Maintains professional and respectful appearance and demeanor when representing FoodLink in the community.
- Bilingual English/Spanish
- Clean, detail-oriented and efficient.
- Strong follow-through to complete tasks daily.
- Able to take direction and follow instructions and procedures.
- Flexible and helpful—able to change plans, identify needed work, and adjust tasks as needed to manage time effectively and efficiently.
- Carefully uses tools and common sense to complete tasks safely.
- Provides services with dignity, including services to coworkers and volunteers, customers, clients, and vendors without regard to race, creed, color, sex, or familial status. · Exhibits conscientiousness toward time, schedule, and resources available at FoodLink.

PHYSICAL DEMANDS

- Regularly required to stand, walk, reach, use hands
- Regularly required to lift and carry up to 30 lbs, repeatedly
- Regularly required to get in and out of trucks and drive
- Regularly required to push or pull up to 1,000 lbs using pallet jack
- Occasionally required to stoop, kneel, and crouch

POSITION DETAILS

- Part-time (20-25 hrs/wk), some evenings

- This is a temporary position to meet the increased needs of the community during the pandemic. Position will be examined at the end of 3 months for possible month-to-month extension. This does not constitute a promise of permanent employment.
- \$14-15/hr DOE
- Located in Exeter, Ca, with travel to various distribution sites throughout Tulare County
- Reports to Relief Services Program Manager
- To apply, please send resume with references to harlye@foodlinktc.org

FoodLink for Tulare County is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, housing status, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. Additionally, we will not discriminate against any employee, volunteer or client engaging in civil rights activities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.