



BUILDING A HEALTHY AND HUNGER-FREE TULARE COUNTY

Warehouse & Program Assistant

- FULL TIME, SOME EVENINGS & WEEKENDS
- \$17 HR.
- 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 change 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, volunteer supervision, and assistance at community food distributions serving low-income communities throughout Tulare County. Individual will also assist in the implementation and tracking of the Food Access for Farmworkers Initiative, working with staff and partners to ensure the distribution of food resources specifically to farmworker communities and families.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Respectfully and professionally represents FoodLink and its programs at all times.
- Delivers and unloads food commodities and produce for partners.
- Assists and distributes food at distributions.
- Maintains positive relationships with community partners.
- Follows food safety procedures.
- Assists community partners with pick-ups and loading.
- Has experience using material handling equipment (stand up 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 Director of Operations.
- 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.
- Collaborates with FoodLink staff and community partners to identify and distribute food resources to farmworker communities and families
- Assists in time and resource tracking, record-keeping, and food distribution for the Food Resources for Farmworkers Initiative and Smart Pack programs
- 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
- At least 1 year of warehouse and forklift experience
- Ability to learn and use technology for record keeping, including G Suite, Fishbowl, etc.
- Bilingual (English/Spanish)

OTHER SKILLS & QUALIFICATIONS

- 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.
- 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.
- Ability to create, retain, and organize paper and electronic records
- 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 forklifts 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

- Full-time (40 hrs/wk), some weekends and evenings
- \$17 hr
- Located in Exeter, Ca
- Reports to assigned manager
- Health, dental, vision benefits, retirement, life insurance, sick leave and vacation after 3 months
- To apply, please send application and resume with references to employment@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.

Certification:

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask and have received answers to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at his/her discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:

I certify that I am fully qualified to perform the position described and can, with or without accommodation, perform the essential functions of the position. I also understand that employment with the Organization is considered "at-will". As an at-will employee, neither I nor the Organization is committed to continuing the employment relationship for any specific term. Either I or the Organization may terminate the employment relationship at any time, with or without cause and with or without notice.

Employee Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____