



Facilities Sanitation Associate Job Description

Location: Irvine, CA

Reports To: Director of Operations/Facilities Manager

Status: Full-time (Temporary-with potential for permanent placement) Monday - Friday, Non-Exempt (Hourly)

Pay Rate: \$22.00/Hour

Benefits: For those eligible, we offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

POSITION DESCRIPTION:

Reporting to the Director of Operations and Facilities Manager, the Facilities Sanitation Associate is responsible for the collecting of waste and recyclables, cleaning, maintaining, operating and overall upkeep of the disposal management room.

ESSENTIAL JOB FUNCTIONS:

- Daily collection of landfill and recyclable waste throughout the facility
- Disposing of waste into appropriate receptacles using forklift with rotator attachment
- Baling stretch wrap for collection
- Monitoring weights of compactors and notifying Facilities Manager when full
- Organize pallets by category using a forklift to prep for collection
- Organize milk crates to prep for cleaning
- Clean and organize milk crates and bins when needed
- Clean disposal management room
- Completes all assignments listed on Master Cleaning Schedule in a timely and exceptional manner
- Perform extra cleaning duties as instructed by Facilities Manager or Director of Operations
- Operates pallet jacks, forklifts, and other related warehouse equipment

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to lift and carry up to 50 lbs. (Cart or equipment to assist is provided)
- Regularly required to stand, reach, use hands
- Regularly required to move, push, or pull up to 2,000 lbs. with the help of pallet jacks, forklifts, or related equipment
- Required to stoop, kneel and crouch
- Exposure to cleaning agents
- Indoor warehouse environment
- Frequent exposure to cooler and freezer storage units (Freezer/cooler wear provided)
- Moderate to loud noise environment



REQUIREMENTS:

- Commitment to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven and Stewardship**
- Valid Driver's License and Insurance – May need to drive to local retail outlets for supplies
- Flexible and adaptable to change
- Excellent communication skills
- Hardworking and goal-oriented
- Works quickly and efficiently within safety guidelines
- Forklift certification preferred but not required

PROFESSIONALISM:

- Able to maintain a positive attitude and diplomatic demeanor while working with individuals of diverse personality, cultures, and age groups
- Able to take direction and follow procedures and instructions; able to work independently without need for oversight
- Able to represent self and Second Harvest in a professional manner through dress, speech, and demeanor both internally and externally

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc is an Equal Opportunity Employer