



Facilities: Material Handling & Maintenance Job Description

Location: Irvine, CA
Reports To: Director of Food Safety and Facilities
Status: Full-time; 40 hours/week; Monday – Friday; Non-Exempt; \$22/hour
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15 + 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 and Employee Assistance Program paid by employer.

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 Food Safety and Facilities, the Facilities: Material Handling & Maintenance staff play a vital role in ensuring all departments have an adequate supply of clean, well-maintained materials essential for daily operations. This position involves monitoring inventory levels, upholding cleaning standards, and efficiently distributing materials to the appropriate departments. Collaboration with volunteers and cross-departmental teams is a key aspect of the role. Additionally, a portion of their time will be dedicated to supporting minor maintenance projects.

ESSENTIAL JOB FUNCTIONS:

- Strong communication skills – must be able to effectively explain daily projects to volunteers
- Ability to work cross departmentally
- Monitor and maintain inventory levels of materials to ensure sufficient supply for all departments
- Ensure all materials meet hygiene and safety standards
- Organize milk crates to prepare for cleaning
- Clean milk crates and bins
- Inspect banana boxes for reuse
- Completes all assignments listed on Master Cleaning Schedule in a timely & exceptional manner
- Perform extra cleaning duties as instructed by Director of Food Safety and Facilities
- Operates pallet jacks, forklifts, scissor lift and other related warehouse equipment
- Facility upkeep – repairing or patching walls, painting, assembling or disassembling furniture

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, and 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 personalities, 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

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.