



## **Sunnyvale Community Services**

**Working to Prevent Homelessness and Hunger**

### **Warehouse Coordinator**

As part of the Operations team, the warehouse coordinator is responsible for supporting all aspects of our food distribution operations to low-income and homeless clients in Sunnyvale. It is a full-time regular position within a very collaborative environment, committed to performing at a high level.

#### **DUTIES & RESPONSIBILITIES**

- Variety of warehouse duties including restocking pantry shelves, consolidating pallets of food, lifting boxes, organizing warehouse and storage areas.
- Drive cargo vans and 18' box truck to collect donations from individual donors and retail stores.
- Drive forklift and operate pallet jacks to move inventory safely around warehouse
- Work with food program volunteers and other operations staff to fulfill packing, sorting, and warehouse activities.
- Keep warehouse and parking lot safe, clean, and orderly.
- Work with employees and volunteers to follow personal and food handling safety guidelines.
- Continuously improve safe working conditions.
- Assist clients with food pickup or other needs.
- Attend necessary Second Harvest Food Bank and other training.
- Place Second Harvest Food Bank orders on time once a week and manage the delivery.
- Complete month-end inventory by the 4th of every month.
- Label pallets for USDA and other uses.
- Communicate with other Operations staff how food will be used and assigned to programs.
- Perform other duties as assigned.

#### **QUALIFICATIONS**

- GED or High School diploma
- Clean driving record
- Proof of current CA Driver's license and insurance
- Experience with Forklift, Box Truck and certification of usage
- Excellent interpersonal and communication skills to interact with volunteers, staff, and clients

#### **PHYSICAL REQUIREMENTS**

- Ability to lift 50 lbs. once every 10 minutes for 3 hours. (bags of potatoes 6 feet from a pallet to a work table and similar heavy lifting requirement)

- Ability to lift 75 lbs. occasionally (heavy pallets onto stacks of pallets)
- Ability to lift 35 lbs. repeatedly over three hours. (Grocery bags out of carts and into cars and similar tasks.)
- Ability to utilize proper bending, lifting, stooping, pushing, pulling, climbing, dismounting and three points of contact techniques
- Ability to work on your feet for entire work shift

## **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@svcommunityservices.org](mailto:jobs@svcommunityservices.org). Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.