



Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

Are you energetic, purpose driven and thrive in a team environment? Do you like variety within a result driven department? Can you be counted on to get work done on time and with quality? Would your co-workers describe you as able to work well with others, and work independently as required? **Employees working full-time, receive paid medical, vision and dental care coverage, holiday, sick time, and vacation pay and competitive pay!**

Warehouse Coordinator – Full-time

\$26.00 - \$29.00 per hour, depending on experience

POSITION SUMMARY

Full time, regular position in our Operations team. Very physically demanding job, committed to performing at a high level. Responsible for supporting all aspects of our food distribution operations to low income and homeless clients in Sunnyvale.

DUTIES AND RESPONSIBILITIES

- Variety of warehouse duties including restocking pantry shelves, consolidating pallets of food, lifting boxes, organizing warehouse and storage areas.
- Drive forklift and operate pallet jacks
- 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.
- Perform other duties as assigned.

QUALIFICATIONS

- GED or High School diploma
- Clean driving record
- Proof of current CA Driver's license and insurance

PHYSICAL REQUIREMENTS

- Ability to work on your feet for entire work shift
- Occasionally 75 lbs. (heavy pallets onto stacks of pallets)



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- Ability to lift 35 lbs. – 50 lbs, bagged groceries repeatedly over three hours.

HOW TO APPLY

Please submit a resume and cover letter to 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.