



Position Title: Warehouse Worker/Driver
Reports to: Warehouse Manager
Job Classification: Full-time
Temporary (with possibility to become permanent.)
(40 hours per week), FLSA non-exempt

Job Overview

The Warehouse Worker/Driver (WW/D) provides physical labor throughout the warehouse, as well as when deployed in the field and serves as a primary point of contact with volunteers, clients, and nonprofit agency partners. The WW/D compiles and fulfills orders for various SLO Food Bank programs and assists the Warehouse Manager (WM) and Inventory Team with food donation collection from grocery stores, farms, and community food drives. They also assist with food order deliveries and other tasks, as assigned.

Principle Duties & Responsibilities

- Maintain healthy, proactive relationship with all staff to facilitate an inclusive culture, effective communications, and solution-focused collaboration.
- Provide physical labor in the warehouse.
- Work with volunteers to sort food donations and compile orders.
- Engage in courteous and professional interactions with nonprofit agency partners, clients, and vendors.
- Drive refrigerated box trucks or other vehicles for pick-up and delivery of product and orders, as needed.
- Receive, load, break down and move pallets/totes/supplies; operate forklift and pallet jack(s), as needed.
- Examine and inspect food items and equipment for damage or defects and notify Warehouse Management accordingly.
- Actively look for and guard against workplace safety concerns.
- Professionally represent the SLO Food Bank in the warehouse, with volunteers, at food collection sites and activities, and at distribution sites, and activities.
- Maintain healthy, proactive relationship with all staff to facilitate an inclusive culture, effective communications, and solution-focused collaboration.

Other duties and responsibilities as assigned by the Warehouse Manager.

Qualifications

- Passion for SLO Food Bank Mission.
- A good listener who actively seeks opinions of others to make informed decisions; consultative; able to inspire confidence and trust.
- Ability to work effectively with others to resolve conflicts.
- Ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities.
- Exceptional internal and external customer service skills.
- Strong emotional intelligence to be able to handle pressure and to respond to the needs of others under pressure.
- High level of interpersonal skills and knowledge of how to work effectively and professionally with both co-workers and external supporters and clients.

Distinguishing Characteristics

- Teamwork – Contributes harmoniously as member of the Food Bank team.
- Compassion – Genuinely cares about providing caring services to people in need. Is kind to all.
- Embraces Diversity – Gives respect to all people at all times without exception.
- Hard Working – Is a self-starter, completes tasks, and is dependable.

Requirements

- Must be 18 years of age or older.
- Must possess a valid Driver's License in your state of residence, clean driving record, and proof of insurance.
- Reliable transportation to work.
- High school diploma or equivalent.
- Bilingual (Spanish and English speaking) preferred but not required.
- Must be willing to travel throughout San Luis Obispo County.
- Forklift and powered jack experience not required, but preferred.
- Experience operating box trucks or similar vehicles preferred.

Work Conditions / Physical Demands

The position is based out of the SLO Food Bank's offices at 1180 Kendall Road, San Luis Obispo, CA, and works alongside a dedicated group of approximately 30 staff and thousands of volunteers. Position includes office and outdoor work. Must be capable of

stooping, kneeling, bending, lifting, walking, carrying a load of up to 50 pounds, and other movements may be required. Must be available for periodic work on weekends, evenings and other after-hours occasions, as deemed necessary. Some travel within and outside San Luis Obispo County will be required.

Variable work environment: work is conducted both indoors and outdoors with varying environmental conditions. Indoor facilities kept at cold temperature, so warm clothing is required. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust will be present in the warehouse.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range

- \$16.00 to \$18.00 per hour.

Equal Opportunity Employer

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.