

Custodian

Duties and Responsibilities:

- Demonstrates a professional demeanor and excellent customer service when greeting and interacting with agency representatives, donors, and all visitors; exemplifies the organization's values of respect, responsiveness, and professionalism.
- Follows procedures for product safe handling as set forth by Feeding America, Dept. of Agriculture, USDA, Department of Health, and other organizational requirements.
- Follow guidelines and rules for cleaning set forth by Second Harvest
- Clean, mop, sweep, dust, and maintain warehouse, offices, outside grounds, restrooms, break room, equipment, floors, and walls using proper cleaning supplies and equipment.
- Remove and dispose of trash and recycled items daily.
- Ensure that all restrooms have necessary supplies.
- Regularly and safely operates all material handling equipment including forklifts and hand jacks.
- May assist with the Produce Express, Military Share, Door Dash, and Senior Box distributions.
- Performs weekly inspection of suspicious packages throughout the Food Bank. Log activity from inspection.
- Communicates any damage noticed while performing duties to Warehouse Manager.
- Communicates need for additional supplies to Warehouse Manager.
- Complete required paperwork on a daily basis.
- May need to pick-up donations utilizing non-DOT company vehicles.
- Assist with set-up/breakdown for special functions/events.
- Assists with moving and placing furniture and equipment as needed.
- Other duties as assigned by upper management.

Job Type: Full-time

Salary: \$13.85 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Physical setting:

- Warehouse

Schedule:

- 8-hour shift
- Day shift

Work Location: In person