



POSITION DESCRIPTION

Position Title: Food Services Inventory Worker
Candidate: TBD
Department: Food Services
Supervisor: Food Services Operations Manager
FLSA: Full-Time/Hourly/Non-Exempt
Salary Range: \$22.00 per hour
Effective Date: TBD

OUR IMPACT

For over 50 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

Under the direct supervision of the Food Services Manager(s), employees in food services are normally assigned to perform a variety of functions to ensure timely, safe, sanitary and compliant kitchen, pantry and food storage operations. A Food Services Inventory Worker may be required to support work not directly mentioned in this job description but related to the Agency's Food Services Operations in whole. Food must be handled in accordance with Food Safety Guidelines, Agency Policy, Safety Regulations and other departmental protocols in place to ensure safety of food service, storage and delivery. This position will perform routine work including but not limited to load and unload various vehicles, service of the indoor/outdoor operations, move pallets of food inventory using appropriate lifts and tools, cleaning and maintaining kitchen and its equipment, utensils and supplies; janitorial and sanitation functions both inside and outside of the kitchen and pantry operations; distribution of bagged or prepared foods. Position will accept deliveries and donations of food and supplies. Food Services Inventory Worker is responsible for ensuring appropriate storage, stocking and inventory control under accurate temperature controls. Excellent customer service is expected with all agency constituents as well as performing work with a high level of integrity and within professional boundaries. Position is responsible for performing and completing work in accordance with Agency Safety Policies, applicable Food Industry Regulations; Federal, State, Local regulations for Food Services Industry. A Food Service Inventory Worker will engage on a daily basis with department volunteers and clients and as such is expected to guide volunteers and clients as needed to ensure appropriate food handling, safety, sanitation and service. A Food Services Inventory Worker who possesses a SAFE SERV or equivalent food handling certification may be asked on occasion to assist in the kitchen as needed. Please note all food service positions come into contact with in kind donations. The in-kind donations policy must be adhered to without exception.

JOB QUALIFICATIONS

Please note our preferred and in some cases required qualifications for this position:

EDUCATION:

- High School Diploma - GED
- Food Handler Card a plus but not required

- ServSafe Certificate a plus but not required
- Valid CA Driver License Class C

EXPERIENCE:

- Food Services or general shipping and receiving work (with non-profit preferred but not required)
- Knowledge of food safety regulations is helpful
- General customer service

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent Professional Communication Skills- Written and verbal .
- Competent with computer programs such as Microsoft office Suite- Outlook, simple excel, word. Ability to learn computer programs, applications and databases for training purposes. Familiarity with telecommunication applications- Zoom, Skype, FB Messenger, MS Teams
- Exercise appropriate and sound judgement under normal and stressful conditions
- Excellent professionalism and professional boundaries in all business interactions.
- Excellent customer service skills. Ability to perform work within agency values, positive collaborative attitude, high level of ethics and integrity
- Excellent adaptability in a fast paced and ever-changing work environment. Excellent time management skills, multi-tasking, prioritization and organizational skills, ability to meet deadlines
- Excellent interpersonal skills and initiative. Ability to self-start while working alone and to collaborate effectively when working within a team environment
- Attention to detail, ability to perform quality work with little to no errors. Solutions based approach to problem solving.
- Excellent ability to work within safety protocols.
- Flexible Schedule to include early mornings, evenings, weekends, holidays, days as needed.
- Ability to commute to and from Agency job sites.

PHYSICAL REQUIREMENTS AND BACKGROUND CHECK

Candidate must have the physical, visual, and auditory ability to perform the essential functions of the job and to respond to emergencies with or without reasonable accommodations. Reference checks and background checks will be performed prior to and at commencement of employment. Candidate must be able to work in an environment with occasional-to-regular interruptions. Activities may include but are not limited to: repetitive hand/arm motion (computer work), extended periods of standing and/or sitting at a computer workstation, regular travel, occasional bending, pulling, pushing, reaching, lifting, and carrying up to 50 pounds (with appropriate tools, belts, including forklifts)

ESSENTIAL FUNCTIONS OF THE JOB

1. Perform all work using general safety practices and using assigned tools for lifting, carrying, slip and fall prevention, hazards, back injury prevention, etc.
2. Loading and unloading of food inventory. Move food inventory from various areas of the agency's food storage locations
3. Service all areas of Food Services including Kitchen, Outdoor area, Outdoor Pantry, Indoor Pantry, Cora's Community Market, and any other food services areas as assigned
4. Assist with food preparation by moving food inventory to kitchen within Food Safety Protocols
5. Sanitize and clean food services area, equipment, utensils and any surrounding property indoors and outdoors as assigned.
6. Properly store food and related inventory or supplies under appropriate temperature controls.
7. Perform work within compliance of all safety requirements including Federal, State, Local, Food Industry, San Mateo County Health Regulations, CAL-OSHA Regulations.
8. Daily Duties include but not limited to:
 - a. Ensure back kitchen loading dock is not used by clients or others
 - b. Assist with packing, loading and unloading of delivery trucks and of various vehicles for food delivery and related in kind donations- follow in kind donation policy
 - c. Wear assigned PPE while performing work
 - d. Perform sanitation functions including cleaning kitchen or organization of garbage bins
 - e. Ensure foods for deliveries are placed in the appropriate temperature-controlled storage areas for transportation
 - f. Ensure the food services area, vehicles and related pantries are secured. Locked and Gate Secured/closed

- g. Provide instruction and guidance as needed to volunteers and new staff. Ensure they follow appropriate safety and sanitation protocols. Report any safety issues to supervisor immediately
 - h. Weigh and record all collections and distributions accurately and any and all information pertinent to food rescue operations. Complete and submit weekly reports and all other pertinent paperwork in a timely manner
 - i. Assist with tracking and monitoring inventory movement and inventory levels
 - j. Divide, sort and distribute deliveries to the appropriate locations, i.e., refrigerator, freezer, food line, etc.
 - k. Assist with reviewing and replenishing all active food, produce, and storage supply areas (i.e., refrigerators, freezers, pantry, etc.) to ensure adequate supplies are available, well-stocked and onsite at all times
 - l. Utilize equipment such as pallet jacks with appropriate training, safety procedures and at discretion of supervisor
 - m. Maintain cleanliness of food area, including tent, storage areas and front line
 - n. Provide guidance to clients through the Food Pantry lines
 - o. Operate collaboratively
9. Support Facilities and Food Services Operations as directed.
 10. Ensure excellent client service at all levels. Demonstrate a caring and helpful attitude when interacting with clients, vendors, volunteers and fellow employees.
 11. Position will operate within all applicable federal, state and local laws and ordinances, and any and all other policies adopted by Samaritan House.
 12. Support, assist and attend general Agency events, activities and functions.
 13. Report all incidents, vehicular accidents or on the job injuries immediately or within 24 hours whichever is sooner. Complete necessary incident report forms.
 14. All work/business to be performed with appropriate professional boundaries, excellent ethics/integrity and in good faith.
 15. Flexible work schedule, early mornings, days, evenings, weekends and holidays may need.
 16. Attend any assigned trainings or meetings. Represent Samaritan House professionally and successfully to any external contacts/constituents.
 17. Perform other duties as directed.

HOW TO APPLY

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE HR Specialist/Recruiter

4031 Pacific Blvd. San Mateo, CA 94403

E-mail: jobs@samaritanhousesanmateo.org Via facsimile: (650) 294-4336

No phone calls, please! Samaritan House is an equal opportunity employer. Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

ACKNOWLEDGMENT

Please sign below in acknowledgment that you have received and understand the job description of Food Services Inventory Worker.

Employee Signature

Date

Supervisor Signature

Date

Vice President of Human Resources

Date