



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Sanitation Specialist

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org.

About the Position

The Sanitation Specialist will maintain the physical appearance and general sanitation of the warehouse and/or office facility through the use of generally accepted janitorial practices and materials in accordance with Second Harvest Food Bank policy, Feeding America and the American Institute of Baking (A.I.B) Food Safety requirements along with all Local, State and Federal Food Safety regulations.

Duties and Responsibilities

- Maintain cleanliness of the interior and exterior of the facility by sweeping, mopping, dusting, vacuuming, power scrubbing, washing and sanitizing; removing waste and recyclable materials as needed.
 - Maintain a variety of surfaces including carpet, linoleum, resilient and ceramic tile, finished and unfinished dry wall, wood and metal surfaces and finished and unfinished concrete through the use of generally accepted janitorial practices.
 - Maintain the restrooms to the highest level of cleanliness possible. Maintain sufficient inventory of required stock items (toilet paper, paper towels, soap, sanitary napkins and odor control devices) for each restroom.
- Perform duties and operate and maintain equipment in a safe manner. Follow safe work practices as detailed in Second Harvest Food Bank's safety policies and Injury/Illness Prevention Plan.
- Exercise proper, safe use, safe handling and storage of chemical-based cleaners.
- As directed by the Warehouse Manager, work with volunteers to accomplish sanitation and housekeeping chores.
- Assist in maintaining an adequate supply of janitorial supplies and equipment. Sanitation Specialist should have an understanding of AIB requirements regarding food safe use of cleaning chemicals as well as ensuring compliance. This also includes making sure that SDS sheets are up to date prior to the use of any cleaning chemicals in the building. Recommend new safe and environmentally friendly cleaning products, quality cleaning equipment and the monitoring of supplies. Per our food safety policy all cleaning supplies must be pre-approved prior to use at any of our facilities.
- Complete light building maintenance as assigned by Director of Facilities. Duties may include but are not limited to painting, changing lights, hanging signs, and other general building maintenance tasks.

CURTNER CENTER
750 Curtner Avenue
San Jose, CA 95125
T 408-266-8866
F 408-266-9042

CYPRESS CENTER
4001 North First Street
San Jose, CA 95134
T 408-266-8866
F 408-266-9042

BING CENTER
1051 Bing Street
San Carlos, CA 94070
T 650-610-0800
F 650-610-0808

- Working with the Warehouse Manager, conduct facility food safety inspections. Report findings and help set dates and responsibility for solving any discovered issues. Report at monthly Food Safety meetings.
- Perform other duties including any warehouse duties as needed and assigned by warehouse managers and supervisors in order to accomplish the goals and objectives of the Foodbank to feed our clients daily.
- Second Harvest Food Bank is a “second responder” in the event of a community emergency or disaster. During an emergency or disaster, and only after an employee’s personal responsibilities are under control, employees are asked to report for work to be available to help in ways that may be different from their normal work responsibilities. In addition, employees may be temporarily transferred to other food banks (travel expenses paid) to assist them in recovering from the disaster.

Qualifications

- Minimum of two (2) years’ work experience in a warehouse environment with an emphasis on housekeeping and sanitation. Proven ability to work safely with chemicals and cleaners used during job assignments.
- Proven ability to work steadily, independently and reliably with minimum supervision. Ability to follow standardized written procedures. Ability to follow a written schedule and make recommendations for improvements.
- Ability to work well with staff and volunteers. Coordinate and informally supervise volunteers as assigned.
- Ability to safely operate cleaning equipment and basic tools.
- Ability to occasionally work inside freezers and coolers with a temperature range of -10 degrees F. to 38 degrees F.
- Exert force and/or carry items weighing twenty (20) to one hundred (100) pounds occasionally, and up to fifty (50) pounds frequently.
- Up to 2/3 of the time: walk, sit, squat, bend, twist, and reach at various heights above and below the shoulder level.
- Up to 1/3 of the time: push or pull, lift or carry large, heavy, awkward objects while maneuvering in a confined space (e.g. narrow aisles, high density storage areas, inside of a truck box, etc.), ascend or descend flights of stairs, climb in or out of trucks, docks or forklifts.
- Must be able to operate manual and electric walk- behind pallet jack and sit down forklift. Must be able to pass certification of said equipment.
- Must have valid Driver’s License to drive between facilities for various job assignments.

Reports To:	Director of Facilities
Location:	4001 North 1 st Street, San Jose CA 95134
Hours:	3:00pm - 11:45pm
Compensation:	Non-Exempt position, hourly rate depending upon experience. Excellent benefits provided including medical, dental, and vision insurance. Flexible Time Off (FTO) accrues at a rate of 160 hours/year. Ten paid holidays/year.

[CLICK HERE TO APPLY!](#)

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

CURTNER CENTER
 750 Curtner Avenue
 San Jose, CA 95125
 T 408-266-8866
 F 408-266-9042

CYPRESS CENTER
 4001 North First Street
 San Jose, CA 95134
 T 408-266-8866
 F 408-266-9042

BING CENTER
 1051 Bing Street
 San Carlos, CA 94070
 T 650-610-0800
 F 650-610-0808

