



Community Services  
180 Clark Street  
Bishop, CA 93514

## Position Announcement

### **Food Services Specialist/Warehouse – Full Time or Part Time**

***Objective: The primary focus of this position is to perform general labor, organization and Record keeping specific to food storage (warehouse and delivery). This position is responsible for the distribution of USDA commodities and emergency food to low-income persons throughout Inyo and Mono Counties. This position reports to the Food Program Manager and coordinates with staff and volunteers at delivery sites throughout our service territory.***

#### **Essential Duties and Responsibilities:**

- Receive, unload, count, sort, breakdown and check-in food products from multiple sources.
- Open and place food goods on racks, shelves or in bins according to organizational standards.
- Maintain inventory, record weights of incoming foods, items received and distributed through each respective program (Emergency Food or USDA Commodities).
- Ensure proper storage of all foods in the warehouse including; cold storage and shelf stable.
- Load and distribute food products as needed for distribution.
- Maintain and record Daily Temperature records.
- Maintain a safe and clean work environment by keeping all shelves, pallet area, and work stations clean and in proper working order.
- Organize warehouse and food pantry assembly for orderliness **at all times**.
- Responsible for vehicle upkeep, maintenance and cleanliness.
- Be knowledgeable and adhere to safety equipment and to all policies and procedures.
- Professional behavior and personal cleanliness is required at all times.

#### **Qualifications:**

- Must be 18 years of age or older.
- Forklift Certification
- Serv Safe Certification
- Ability to follow both written and verbal instructions.
- Must have a valid CA Driver's License and a clean driving record.
- Ability to read and write in English.

#### **Preferred Qualifications:**

- Bilingual (Spanish/English)

#### **Physical Demands:**

The physical demands described 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.

While performing the duties of this job, the employee is regularly required to operate a forklift, load items into walk-in freezer, load and unload food items into containers and vehicles.

Employee must be able to physically sustain long periods of sitting and driving. The employee

is required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision, peripheral vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee Encounters while performing essential functions of this job. Reasonable accommodations may Be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts, vibration and long distance driving. The noise level in the work environment is usually moderate.

<b>Position Title:</b>	Food Services Specialist/Warehouse
<b>Program:</b>	Community Services
<b>Location:</b>	Bishop
<b>Position Classification:</b>	Full or Part Time Regular
<b>Schedule:</b>	Full Time 40 hr/week or Part Time 20 hr/week
<b>Starting Salary:</b>	Level A, 1 \$17.04/hr
<b>Full Benefits: Full Time</b>	Vacation & Sick accrual, Medical, Dental, Vision, Life Insurance, Holidays, and 401k Retirement
<b>Partial Benefits: Part Time</b>	Vacation & Sick accrual, Holidays, and 401k Retirement

For questions or additional information, please contact 760.873.8557 or [snelligan@imaca.net](mailto:snelligan@imaca.net) or [www.imaca.net](http://www.imaca.net)

Submit materials outlined below to:

IMACA Human Resources, 180 Clarke Street, Bishop, CA (in person) or by mail to: P. O. Box 845, Bishop, CA 93515

**Application packets require:**

1. Completed IMACA Application form (required)
2. A brief letter describing your interest in the position, including how your skills meet the required job responsibilities.
3. A current resume
4. A list of three references (optional)

**The Employment application is available online at [www.imaca.net](http://www.imaca.net) or in person at: 180 Clark Street, Bishop, CA 93514**

**INYO MONO ADVOCATES FOR COMMUNITY ACTION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

