POSITION TITLE: Facilities Technician - Yard  
DEPARTMENT: Operations and Supply-Chain  
REPORTS TO: Facilities Manager  
DATE: 8/14/23  
FLSA: Non-Exempt

Want to make a difference in your community? Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our world. Specifically, we want to be sure that people in need of food receive help. We’re working to End Hunger in Our Community.

As with other disasters our community has experienced, we find ourselves on the front lines of response and need your help to support our effort. We are looking for a driven, pragmatic individual to add to our team of highly motivated hunger relief workers.

We have a strong set of Core Values developed by and for our team. We want to be clear with one another who we are when we come to work. The overarching themes are – Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence.

JOB SUMMARY
The Facilities Technician is assigned to work in the outside yard area with primary duties of cleaning tote bins, organizing pallets, baling and consolidating cardboard and other packaging materials to recycle bins and/or garbage. In addition, the position is responsible for performing a full range of maintenance and janitorial assignments; actions that are normally determined by specific instructions from the Facilities Manager or by following daily routines, defined procedures, methods, and practices of the Redwood Empire Food Bank.

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS
The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without reasonable accommodation.

- Safely operates propane sit down powered forklift, manual pallet jacks and baler equipment.
- Gathers and disposes of trash and recycled materials by hand or with the use of powered equipment.
- Makes regular rounds of warehouse, on-site markets and volunteer rooms, removing waste and packaging materials as well as performing cleanup as necessary.
- Makes rounds of warehouse, outside yard, Agency Shopping area, and Volunteer Rooms to identify and report needed repairs, safety hazards, and/or conditions requiring attention to supervisor.
- Aligns responsibilities and activities with logistics and distribution priorities of Redwood Empire Food Bank Operations.
- Coordinates, weighs, reports and loads food products for disposition, i.e. disposal.
- In the event of a disaster all Redwood Empire Food Bank staff are expected to be available for work once they have secured the safety of their homes and families.
Maintains confidentiality of employee and company information at all times.

Responsible for adhering to all company policies.

**MINIMUM SKILLS AND QUALIFICATIONS**
- Must be able to communicate effectively, verbally.
- Ability to establish and maintain effective, cooperative working relationships.
- Must be able to safely operate material handling equipment.
- Ability to lift and/or move items over 75 lbs. as needed
- Ability to be proactive, take initiative and work collaboratively.
- Operate a powered forklift.
- Ability to multi-task with various projects with while being deadline driven, detail oriented.
- Ability to work in the outside elements.
- Willingness to adhere to all Redwood Empire Food Bank principles and practices of safety programs.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**
- Ability to lift 75 lbs. and work standing for 3-4 hours at a time
- Ability to work in varying weather conditions (rain and heat)
- Use hands to finger, handle, feel, grasp, and feel, reach with hands and arms above and below shoulder height
- Bend at waist, twist, stoop, walk, crouch, kneel
- Climb ladders
- Talk, see and hear
- Close vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Ascend/descend stairs while carrying items
- The noise level in the work environment is usually moderate and may occasionally require use of hearing protection equipment
- Work may require occasional weekend and/or evening work
- Occasional travel may be required

During a disaster, you and your family’s safety is the first priority. As an essential service provider and, at times, a first responder, you are requested to report to work as requested, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.