



COMMUNITY ACTION OF NAPA VALLEY

JOB TITLE: Warehouse Assistant  
Program: **FOOD BANK**

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**SUMMARY OF RESPONSIBILITIES:** The **Warehouse Assistant** is responsible for assisting the Warehouse Manager in the collection and distribution of food for the Food Bank, a program of Community Action of Napa Valley.

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Salary:	\$12.00/hr, plus benefits
Hours/week:	30 weekly
Exempt:	No
Department:	Food Bank
Reports to:	Warehouse Manager
Supervises:	No one
Location:	1766 Industrial Way, Napa CA
Revised:	11/02;12/05; 5/11; 10/17

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Collect donated, surplus food from schools, stores, markets, manufacturers, bakeries, restaurants, affiliate food banks, and out of town donors.
2. Inspect food as it is picked up and delivered to ensure that safety and sanitation goals are met.
3. Load and unload delivery trucks by hand, pallet jack, and/forklift.
4. Deliver food to Senior Brown Bag sites, Emergency Food Pantries, and USDA sites in a timely, accurate and courteous manner.
5. Pull orders for USDA Program and Non-Profit Agency Access Program.
6. Assist volunteers with various tasks.
7. Maintain and clean warehouse and vehicles.
8. Stock, label, and rotate warehouse food supply.
9. Assist Warehouse Manager and food bank staff with agencies and when otherwise needed.
10. Comply with established CANV procedures.
11. Perform other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**EDUCATION and/or EXPERIENCE:** Any combination of training and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A typical way to obtain the required knowledge and abilities would be experience in the pick and delivery of food. Experience driving a 2 1/2 ton truck. Licensed forklift operator. (See Additional Information below)

**KNOWLEDGE OF:**

- Food safety and sanitation practices.
- Simple record keeping procedures.

**ABILITY TO:**

- Work as a team member.
- Work with minimum supervision.
- Establish and maintain cooperative workplace relationships.
- Interact courteously and tactfully with the public.
- Communicate effectively, both orally and in writing.
- Must be able to lift 50 pounds frequently and 100 pounds occasionally.
- Maintain accurate records.
- Read a road map.
- Maintain donor and client confidentiality

**PHYSICAL DEMANDS:** While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is average.
- Warehouse is located on first floor.
- Freezers and coolers with a temperature range of -10 degrees to 38 degrees Fahrenheit.

**ADDITIONAL INFORMATION:**

- Must possess a valid California Driver License
- Must maintain a good driving record.
- Must maintain vehicle liability insurance.
- Must be at least 18 years old
- Must have at least 2 years driving experience.
- Bi-Lingual Spanish speaking preferred

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