

## Job Description – Food Operations Associate

### GENERAL JOB SUMMARY:

West Valley Community Services is a nonprofit organization that has been providing safety net services to low-income and homeless individuals and families in the West Valley region of Santa Clara County for more than 48 years. The mission of West Valley Community Services is to unite the community to fight hunger and homelessness. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

West Valley Community Services is currently hiring a Food Operations Associate to support the WVCS Market, HUB, and Park-It Market mobile food programs.

### DUTIES AND RESPONSIBILITIES

- Assist in the operation of the WVCS Market, HUB, and Park-It Market food programs as needed
- Support and assist grocery rescue gleanings as needed
- Assist Market Associate & Food Programs Coordinator to maintain inventory of food to ensure the levels are sufficient for the expected number of clients in the Market.
- Maintain personnel safety, food safety, and cleanliness standards of the Market
- Conduct temperature & safety checks of all refrigerators and freezers.
- Maintain daily logs and In-Kind Donation receipts
- Assist Market staff and volunteers during Market hours
- Assist, support, and train market volunteers and interns as needed.
- Follow daily Market setup and closing procedures.
- Assist in barrel drives - drop off, pick up, weighing and sorting, reporting weights to the Market Coordinator and Manager of Market Operations.
- Notify the Manager of Market Operations and Food Program Coordinator of any needed repairs or services in the Market.
- Assist in daily reporting in Meal Connect & Live Impact as needed
- Assist at the Hub location with the Market Hub Associate and Mobile Park-It Market staff as needed.
- Assist Market operations in daily duties and at other requested shifts by the Manager of Market Operations and acknowledged by the Manager of Mobile Operations

West Valley Community Services believes that each employee makes a significant contribution to our success and should not be limited by the assigned responsibilities. This job description outlines primary duties, qualifications, and job scope, but is not intended to be a comprehensive description of job responsibilities. We expect each employee to offer their services as necessary to ensure the success of our endeavors.

### QUALIFICATIONS

- Must have a valid California Driver's License with a clean driving record and at least 3 years of driving experience is required.
- Ability to safely operate fleet vehicles of different lengths and sizes up to up to 40 ft. (additional

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training will be provided). Experience in driving large vehicles is a plus.

- Ability to lift 50 lbs and work in a physically demanding environment.
- Ability to work with people from diverse backgrounds and/or with language barriers. Bilingual is highly desirable.
- Interpersonal skills with the ability to communicate in individual and group settings.
- Basic Computer Skills (Examples: Google Workspace, Microsoft Word, Excel).
- Ability to embrace WVCS' mission to provide basic human needs with compassion and in a dignified environment.

### Compensation and Benefits:

- This is a full-time, non-exempt position
- 100% coverage of Kaiser Health Benefit-HMO Gold B for qualified Employees
- 100% coverage of Principal Dental & Vision Benefits for qualified Employees.
- Employee Assistance Program
- Cell phone stipend
- Vacation and personal days
- Generous holiday policy of 13 paid holidays
- 403(b) Retirement Plan with match
- Professional development opportunities

### Salary:

- \$23.31-\$24.95/hr (\$48,485-\$51,896/year)

### Job Type:

- Non-Exempt/Full-time

### Schedule:

- 8-hour shift
- Day shift
- In-person, Monday-Friday, 8am-5pm, occasional evenings and weekends

At West Valley Community Services, diversity is one of our core values. We engage with a diverse community of clients, staff, volunteers, and donors, and believe diversity makes us stronger. We encourage people from all backgrounds and all identities to apply.

West Valley Community Services is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity/expression, age, religion, disability, sexual orientation, genetics, veteran status, marital status or any other characteristic protected by law.



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### Application Process:

Applications will be reviewed on a rolling basis. To apply, please submit the following via email to HR [hr@wvcommunityservices.org](mailto:hr@wvcommunityservices.org) [Please indicate “Position title” in the subject line of the email]

- Letter of interest
- Resumé