OPEN HEART FOOD BANK PROGRAM ASSISTANT

Reports to: Food Bank Manager
Status: Full-Time, Hourly
Pay Rate: $24-$27 depending on experience
Schedule: 40 hours/week – Monday-Thursday (7:00 am - 3:30 pm); Friday (6:00 am - 2:30 pm)
Location: 7650 Marathon Dr., Suite H, Livermore, CA 94551
Benefits: Paid Time Off, Sick Time, Health Benefits, Partial Match 401(k) plan

The Mission of Open Heart Kitchen is to provide equitable access to nutritious food today while building a food-secure tomorrow. Learn more at: www.openheartkitchen.org

Position Summary

The Program Assistant will play a key role in supporting operations at the Open Heart Food Bank. This position will assist with food bank activities, including distribution, inventory management, deliveries, food donation processing/scheduling, food recovery, and volunteer coordination.

Key Responsibilities:

Food Bank Support

- Operate and drive a delivery truck to transport food and supplies between the food bank, partner agencies, and distribution sites.
- Operate and drive a delivery truck to pick up donations from retail partners and various locations.
- Assist with safely and efficiently loading and unloading the truck, ensuring proper dry and temperature-controlled grocery handling.
- Receive, sort, and distribute food items.
- Support the setup, operation, and clean-up of the food bank.
- Process donation receipts in Primarius Inventory Software.
- Operate equipment such as electric pallet jacks, pallet jacks, forklifts, and automatic pallet-wrapper.
- Organize and store food and supplies appropriately to maintain inventory standards.
- Maintain cleanliness of work areas, including sweeping, mopping, sanitizing, and emptying trash receptacles.
- Monitor equipment for safety and report any malfunctions or hazards immediately.
- Ensure compliance with all food safety guidelines and promptly report violations or accidents.
- Support additional tasks and projects as assigned by the Food Bank Manager.

Qualifications

- Valid driver's license with a clean driving record.
- Ability to obtain and maintain a food safety/sanitation certification within 30 days of hire.
- Proof of a negative TB test (renewal required every four years).
- Current forklift certification or forklift re-certification eligible.
- Physical ability to lift up to 50 lbs, stand or walk for up to 8-hour shifts, and frequently bend, stoop, and reach.
- Experience in community outreach, social services, or food distribution preferred.
- Strong interpersonal and communication skills, with the ability to engage respectfully with diverse populations.
- Proficiency in GSuite (Google Docs, Sheets, Forms, and Drive) and Microsoft Excel.
- Strong commitment to Open Heart Kitchen's mission and core values. Passion for food security, hunger relief, and community service.

Work Environment & Schedule:

- Work will take place at the Open Heart Food Bank, partner agency and retail partner locations.
- Some evening and weekend availability may be required

Application Submission: To be considered, please submit a cover letter and resume.

Equal Employment Opportunity: Open Heart Kitchen is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, ancestry, national origin, religion or creed, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related conditions), sexual orientation, gender identity or expression, reproductive health decision-making, military or veteran status, or any other characteristic protected by applicable law.

Reasonable Accommodation: If you need a reasonable accommodation to apply or participate in any part of the hiring process, please call 925-580-1616. Leave your name, preferred contact method, and the position you're applying for so we can follow up. Please don't include medical information in your message.