



Food Bank RGV

JOB DESCRIPTION

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| JOB TITLE: | Housekeeping Warehouse Associate | DATE: | March 2025 |
| DEPARTMENT: | 30 Operations | WRITTEN BY: | Cynthia Alcocer-Garcia |
| CLASSIFICATION: | Non Exempt | REVIEWED BY: | CEOs |
| POSITION/HOURS: | Full Time *Some Weekends | | |

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director of Operations

POSITIONS SUPERVISED: None

JOB SUMMARY

The Housekeeping Warehouse Associate will be responsible for ensuring a safe and sanitary work environment by performing routine cleaning. This role is essential to maintaining compliance with health and safety regulations and supporting.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Maintains the Food Bank RGV cleanliness by sweeping and mopping warehouse floors and common areas
- Collect and dispose of trash and other waste materials properly
- Clean and sanitize restrooms, break rooms, and other employee areas
- Complies with all health regulations and other laws that govern food handling
- Performs warehouse and refrigeration/freezer maintenance work as directed, including sweeping, mopping, and disposing of trash
- Conducts periodic physical inventories of housekeeping and janitorial items and equipment as directed
- Works cooperatively with Director of Operations
- Keeps service log on all warehouse housekeeping and janitorial items and equipment, informs Director of Operations needed repairs and sees that needed repairs are done on a timely basis
- Contributes to team effort by accomplishing related results as needed
- Performs additional duties as assigned by the Director of Operations

QUALIFICATIONS

- Previous experience in custodial, janitorial, or housekeeping is a plus
- Knowledge of cleaning chemicals, equipment, and safety protocols
- Knowledge of food storage and handling regulations
- Ability to politely be firm and decisive
- Good judgment and discretion
- Ability to manage time efficiently and to work independently with minimum supervision
- Orientation to detail, accuracy and the meeting of deadlines
- Possession of current Texas Class C driver's license and a clean driving record for at least three years prior to employment
- Ability to represent the Food Bank RGV in a courteous, professional manner
- Ability to understand and follow instructions without direct supervision
- Ability to work cooperatively with other staff, volunteers, store employees and agency personnel
- Knowledge of correct ways to lift heavy objects safely and physical ability to do so

EDUCATION/CERTIFICATION: High School diploma or equivalent preferred

SKILLS/ABILITIES:

- Strong customer service skills and willingness to assist others.
 - Able to communicate information clearly.
 - Attentive to detail.
 - Strong problem-solving abilities.
 - Able to coordinate well with other departments and personnel.
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ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and fingers

PHYSICAL STRENGTH: Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 25 lbs. frequently, and 15 lbs. constantly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____