



The Foodbank of Santa Barbara County is committed to being leaders in Community Leadership, by bringing members of our community into our organization and giving them significant responsibility and involvement in running programs, task forces and work groups. By doing so, we can scale our activities to a degree sufficient to end hunger and transform the health of the community through good nutrition.

I. JOB TITLE Warehouse and Backyard Bounty Assistant

Reports to: Warehouse Manager
Status: Full time, non-exempt
Location: Santa Barbara Warehouse

II. JOB FUNCTION – The Warehouse and Backyard Bounty Assistant is responsible for volunteer training, supervision and direction for volunteers working at the South County Foodbank Warehouse and the Foodbank’s Backyard Bounty program, under the direction of the South County Warehouse Manager and in coordination with the Community Engagement Team. This individual will lead and train volunteers for a variety of projects that help feed our community, including rescuing local food, repackaging bulk products, and sorting donations. The Warehouse and Backyard Bounty Assistant will also assist in maintaining the paperwork, inventory and work spaces used for reclamation purposes and for assisting with quality and inventory control.

III. PRINCIPLE DUTIES AND RESPONSIBILITIES

South County Warehouse Operations (60%)

1. Supervise daily volunteer operations and ongoing volunteer-powered projects (including, but not limited to: salvage sorting, repacking, direct-program packing, produce packaging, and reclassification; as well as warehouse cleaning and maintenance) at the South County Foodbank Warehouse
2. Ensure all food and non-food items are handled, stored and distributed in a safe and sanitary manner and in compliance with common standards; organize product flow and storage to maximize space efficiency and maintain safety standards.
3. Assist with paperwork and logs relating to inventory correction, reclassification logs, reclamation cleaning, and quality control.
4. Assist with annually reoccurring and new community based Food Drives (bi-annual Letter Carrier, Scouting for Food, Holiday season, etc.) including being the point of contact for sign-ups, scheduling, logistics and receiving of donated food
5. Represent the Foodbank in the community at recruitment events and lead volunteer appreciation initiatives including events and recognition.

Backyard Bounty Operations (40%)

1. Execute donation requests through scouts, harvests, and warehouse intake, including pickups of already gleaned produce and at farmers markets.
2. Execute harvest schedule, leading community members in scheduled gleans and assisting partner gleaning organizations as needed.
3. Train community Backyard Bounty Glean Leads.
4. Work with Warehouse Manager to coordinate pickup, storage, and distribution of gleaned produce that is efficient, timely, and ensures the integrity and quality of the food.



IV. EDUCATION AND EXPERIENCE

- Customer service, volunteer management or nonprofit experience
- Knowledge of volunteer recruitment, supervision, and retention practices a plus
- Some management experience a plus
- Experience or interest in farming, gardening, and working in outside elements
- Experience in a warehouse setting or inventory management a plus

V. SKILLS AND ABILITIES

- Ability to work collaboratively in a team and across departments in an organization
- Ability to project enthusiasm and positivity about the Foodbank and its work in the community
- Proficient and effective in verbal communication skills, including speaking in front of groups and engaging with individuals one-on-one
- General computer, tech, and software proficiency
- California Drivers License and ability to drive a pick-up truck
- Ability to work nights and weekends as needed
- Ability to meet deadlines while managing multiple tasks and requests
- Ability to self-direct and complete tasks with minimal oversight
- Ability and willingness to actively assist (hands-on) in volunteer activities as needed
- Bilingual, a plus
- Able to lift 50 lbs.
- Able to pass a pre-employment physical and drug screen

The Foodbank of Santa Barbara County embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.