



JOB DESCRIPTION

TITLE:	Class A Driver/Warehouse Worker
EXEMPT STATUS:	Non-Exempt
HOURS:	Full-Time
DEPARTMENT/PROGRAM:	Operations/Warehouse
SUPERVISOR:	Director of Operations
POSITION SUMMARY:	The Driver/Warehouse Worker is responsible for the timely and professional execution of product pick-ups and deliveries, while maintaining a professional rapport with donors and Food Bank contacts to foster continued support. Act as a customer service representative to Agencies of the Food Bank and maintains a professional image for Second Harvest Food Bank (SHFB). Demonstrates a commitment to understanding the mission of SHFB and a compassion and appreciation for hunger issues within our community.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Minimum one (1) year delivery driving experience.
3. Valid CA Class A license and clean DMV driving record and no 2-point violations (major offenses) within the past 3 years. Employee must notify employer within 30 days of any violation.
4. Proven ability to drive a 24ft box truck with lift gate, operate standard warehouse equipment.
5. Demonstrate ability in maintenance and basic repair of vehicles and equipment and ability to perform safety checks.
6. Proven ability to work steadily and independently with minimal supervision.
7. Ability to read and perform basic mathematical functions.

PHYSICAL REQUIREMENTS:

1. Must be able to consistently lift up to 75lbs.
2. Must be able to stand, sit, squat, bend, and climb for periods of time.
3. Must be able to deal with extreme weather conditions, heat and cold temperatures and wetness.
4. Must be able to operate a lift gate and warehouse equipment such as a forklift and pallet jack.
5. Must be able to physically stack and unstack boxes or product.
6. Must be able to multitask and communicate effectively with Warehouse Manager/Dispatch.



DUTIES:

1. Pick-ups product donations in a timely and efficient manner and return to Food Bank warehouse to be unloaded and stocked in warehouse inventory.
2. Delivers designated product to all SHFB affiliated sites throughout San Joaquin and Stanislaus Counties, verifying all product is accounted for prior to leaving the site.
3. Maintains a professional rapport and communication with all SHFB affiliated sites and participants to foster continued support for our programs and their missions, by representing the Food Bank in a professional and courteous manner.
4. Completes and turns in all appropriate paperwork to office regarding SFHB sites and deliveries.
5. Assists in unloading and loading of product onto/from trucks.
 - a. Assures accuracy of quantity as well as quality of deliverables.
 - b. Places product in appropriate storage racks and maintain safe handling .
 - c. Ensure product is distributed on a first-in first-out basis.
6. Completes and performs accurate follow through and documentation for shipping, receiving, and unloading of product, as defined by Second Harvest Food Bank policies and procedures.
7. Maintains accurate records of vehicle operations and maintenance daily, in compliance with CHP and DOT regulations and notifying the Director of Operations of any vehicle issues immediately.
8. Maintains physical layout of warehouse that allows for the organized and efficient flow of food, while monitoring available space.
9. Maintains cleanliness of Food Bank facility, inside and out. Maintains cleanliness of all Food Bank equipment and vehicles.
10. Operates motorized forklift, pallet jacks and other equipment within the warehouse in a safe and efficient manner.
11. Performs other duties and responsibilities and assist other Food Bank staff as assigned, including special events.
12. Attendance
 - a. Attendance is consistent; notifies appropriate supervisor of absence or tardiness. Provides advance notice of time off as appropriate.
 - b. Arrives to work on time; returns from breaks and lunch on time; attends meetings and assigned functions in accordance with worksite standards.
13. Personal conduct as a representative following the company mission statement:
 - a. Communicates effectively with co-workers, customers and supervisors. Seeks advice and direction when necessary. Functions as a team player.
 - c. Performs assigned tasks on time and in accordance with worksite standards. Takes initiative and manages time effectively; works effectively under pressure.
 - d. Follows worksite standards for behavior; accepts responsibility for actions; follows worksite rules and safety standards; accepts constructive criticism and tries to improve; demonstrates flexibility and willingness to accept change.
 - e. Wears appropriate clothing in accordance with worksite standards; displays proper hygiene and grooming standards.

Formerly Second Harvest Food Bank of San Joaquin and Stanislaus Counties