



**JOB DESCRIPTION
HOLIDAY WAREHOUSE WORKER/DRIVER
OCTOBER 2017**

POSITION: Holiday Warehouse Worker/Driver

REPORTS TO: Director of Operations

Second Harvest Food Bank, a nonprofit agency, annually provides over 8 million pounds of food assistance to over 55,000 people per month through its network of 200 member agencies and programs. By increasing access to healthy foods, Second Harvest is making a profound impact towards growing healthier kids while reducing obesity.

JOB SUMMARY

Drives various trucks to pick up and deliver food and other supplies according to an established schedule; loads and unloads truck as necessary; assists in the receiving of any loads picked up; and reports needed repairs and/or maintenance on vehicles. Supports the vision and mission of Second Harvest, facilitates both internal and external communication, and demonstrates a service-oriented work ethic that promotes teamwork, employee satisfaction, and employee retention. This is a temporary position; slated to close at the end of the 2017 Holiday Food & Fund Drive (mid-January 2018).

UNIQUE JOB REQUIREMENTS

Ability to work with diverse individuals at Second Harvest Food Bank (SHFB) and individuals in the community. Requires the ability to safely operate vehicles and be ever conscious to changing situations. Must be able to work under pressure and maintain routing schedules. Must have a minimal ability, or the willingness to learn, to use computers.

JOB TASKS (in order of importance)

- Serve as an ambassador for the food bank and its mission in the community.
- Drive a truck to various locations in and out of the county to safely pick up and deliver food; calculate and arrange loads with consideration of safety and security in transport.
- Pull dry and perishable food orders for agencies and programs in an accurate and timely manner, with attention to food safety and quality.
- Assist in the recordkeeping of food and related materials received and delivered.
- Assist in the inventory and distribution of perishable and dry food, including USDA commodities.
- Drive a forklift in a warehouse setting.
- Participate in accurate inventory and cycle counts.
- Inspect vehicles to ensure that they are in safe operating condition and report the need for maintenance or repair.
- Maintain vehicles and storage areas in a clean and orderly condition.
- Develop and maintain effective working relationships and deal tactfully, cooperatively and effectively with staff members, volunteers, agencies, community organizations, growers, packers, processors, and potential donors.

- Communicate effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates knowledge of and sensitivity to their needs.
- May perform minor repair and maintenance on vehicles; assist in keeping vehicle maintenance records.
- Perform other duties as assigned.

QUALIFICATIONS

Training and Experience

- One-year prior driving experience, with a strong safety record.
- Warehouse experience and any experience in safe food handling, storage, and transport; bilingual in English/Spanish is desirable.

Knowledge/Skills/Ability

- Knowledge of California driving rules and regulations; safe truck operations; loading and transport techniques and practices.
- Knowledge of safe food handling requirements for transport and storage.
- Ability to safely operate a forklift.
- Ability to read maps and assist in planning effective driving routes.
- Knowledge of basic vehicle repair and maintenance, and related recordkeeping.
- Some knowledge of inventory control practices, procedures and recordkeeping methods.
- Ability to work as a part of a team, to foster teamwork and to provide excellent service to coworkers and customers.
- Ability to establish and maintain good working relationships with people of various ages, educational, ethnic and socio-economic backgrounds.

Physical Requirements

- Able to repeatedly lift bulky items weighing as much as 50 pounds.
- Able to see and read documents.
- Able to hear normal conversations in person and on the phone.
- Able to work in a cold environment.
- Bi-manual dexterity.

OTHER REQUIREMENTS

Must have a valid California Driver's License and have a satisfactory driving record, as documented by a current DMV printout (to be obtained by Second Harvest's insurance broker). Must be qualified to be insured with Second Harvest's insurance carrier.

PAY AND BENEFITS

This is a full-time, temporary, non-exempt (hourly) position, working 40 hours per week. Employee is eligible for sick leave benefits. Starting salary is \$17.00 per hour, paid biweekly.

TO APPLY

By noon on Friday, October 27, submit your resume or application

EMAIL: [hiring@thefoodbank.org](mailto: hiring@thefoodbank.org)

FAX: (831) 722-0435

MAIL: Second Harvest Food Bank, 800 Ohlone Parkway, Watsonville, CA 95076-7005.

Applications available at: <http://www.thefoodbank.org/aboutus/careers/>

SECOND HARVEST FOOD BANK SANTA CRUZ COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. Second Harvest Food Bank does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action includes, but is not limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; selection for training (including apprenticeship); and employment, upgrading, demotion, or transfer.