



About the Redwood Empire Food Bank:

The Redwood Empire Food Bank (REFB) is the largest hunger-relief organization serving north coastal California from Sonoma County to the Oregon border. Since 1987, the REFB has provided food and nourishment to those facing hunger, currently serving 82,000 children, families and seniors in Sonoma County, while striving to end hunger in our community. The REFB collaborates with local and regional partners to obtain and distribute 15+ million pounds of food annually, the equivalent of more than 35,000 meals every day. Through more than 200 of our own direct service distributions and partnerships with 177 other hunger-relief organizations, we form a network of over 450 weekly and monthly distribution sites serving low-income residents in Sonoma, Lake, Del Norte, Mendocino and Humboldt counties. Learn more at refb.org.

Position Description:

REFB Drivers are individual contributors within the Distribution department and are responsible for executing the processes related to transportation, physical distribution, network optimization and logistics services.

Working Relationships:

As a member of the Distribution team, works closely with Logistics and Programs departments, as well as REFB distribution centers and customers.

Major Responsibilities:

- Maintain a Class A California Driver's License in good standing.
- Operate vehicles and equipment in a safe and compliant manner.
- Provide and maintain fleet and vehicle safety and maintenance records.
- Accurately record shipment data, weight, quantities, charges, damages, and HACCP CCP data.
- Report and rectify problems such as damages, shortages and quality non-conformance.
- Document and escalate customer service issues, order, receiving, inventory, and shipping errors.
- Develop constructive and cooperative working relationships.
- Provide observations and feedback on performance improvement opportunities through Program Support process.
- Distribution network optimization, handling, delivery and cost.
- Verify orders and load trucks per truck schedule.
- Maintain AIB and Feeding America standards.
- In the event of a disaster all REFB staff are expected to be available for work once they have secured the safety of their homes and families.

Skills and Qualifications:

- Ability to understand and communicate processes and procedures.
- Accurate data entry and transaction experience.
- Ability to be proactive, take initiative and to work collaboratively.
- Deadline and detail oriented.
- Ability to work with staff, customers and volunteers from diverse backgrounds.
- Principles and practices of safety programs.