



POSITION TITLE: Seasonal Delivery Driver/Warehouse
DEPARTMENT: Operations & Supply Chain
REPORTS TO: Supply Chain Manager

DATE: 11/2022

FLSA: Non-Exempt

Want to make a difference in your community? Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our world. Specifically, we want to be sure that people in need of food receive help. We're working to *End Hunger in Our Community*.

As with other disasters our community has experienced, we find ourselves on the front lines of response and need your help to support our effort. We are looking for a driven, pragmatic individual to add to our team of highly motivated hunger relief workers.

We have a strong set of Core Values developed by and for our team. We want to be clear with one another who we are when we come to work. The overarching themes are – Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence.

We provide food to 100,000 people throughout the year (1 in 6 people!). We consider our efforts to be noble, and the fight just.

Now you know about us. We're excited to find out if you're the right one to join us in this most important work.

BASIC PURPOSE:

Individual contributor within the Transportation department responsible for executing to processes related to transportation, physical distribution, and logistics services. Collaborative and engaged in communication and process improvement activities.

WORKING RELATIONSHIPS:

As a member of the Transportation team, works closely with Logistics and Programs departments, as well as Redwood Empire Food Bank distribution centers and customers. This position also is the face of the Redwood Empire Food Bank and picks up and delivers food drive barrels and totes from local community members, as well as removes excess inventory and supplies from food distributions to return back to HQ. This role also picks up donated food as part of our grocery recovery program from local grocery and food generator locations.

MAJOR RESPONSIBILITIES

- Maintain a Class C California Driver's License in good standing. Class A CDL a plus!
- 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 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.

- Verify orders and load trucks per truck schedule.
- Maintain AIB and Feeding America standards.
- In the event of a disaster all Redwood Empire Food Bank 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.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The work environment consists of a busy warehouse environment and operating vehicles on roadways where safety is a top priority. Candidates will need to have the ability to work under deadlines that may require overtime and weekend work on a periodic basis.

Reasonable accommodation will be provided to enable qualified individuals with disabilities to perform the essential functions of the position so long as it does not cause an undue hardship on the Redwood Empire Food Bank.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to type, handle, and feel. The employee is frequently required to reach with hands and arms above and below shoulder level. The employee is occasionally required to sit, crouch, and bend down at the waist. The employee must occasionally bend over, lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee will be required to operate a forklift/walkie-rider/pallet jack for extended periods of time. Forklift operation involves consistently stepping on and off movement. Driving in a warehouse with pedestrian and heavy equipment traffic, where safety is of the utmost importance.

The physicality of the Driver role is to load and unload pallets from trailers, as well as consolidate and restack pallets and totes. Consolidation of pallets requires lifting cases, sacks and bags of food up to 50 lbs. This is repetitive movement for an eight plus hour day of lifting, bending, twisting, and stepping on and off a forklift. The forklift is a stand-up, not sit-down forklift. Other equipment used is a walkie-ryder, which requires regular twisting movement, pallet jacks, both manual and electric, which requires walking and twisting at the knee, and a sit-down forklift, which can be bumpy involving sudden jolts and jerks. The product being lifted can be awkward in shape and size, like 50 pound sacks of product or uniform, like packaged canned foods. The amount of pallets consolidated and loaded varies each day, but is between 60-75 pallets and can be up to 6 ft high. Other responsibilities include, sweeping, mopping, using a sit-down floor scrubber, and dumping full barrels weighing up to 350 lbs of food into totes. The role can take place in a cooler, freezer and dry storage space.

During a disaster, you and your family's safety is the first priority. As an essential service provider and, at times, a first responder, you are requested report to work as needed, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.

SHARED COLLECTIVE RESPONSIBILITIES

With a goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth telling to occur.
- Act with honesty, trust and transparency and deliver on my commitments.
- Be present for the people who work in front of me today.
- Maintain an open mind and be open to different points of view.
- Consistently seek to do better and offer my best self.
- Practice empathy and understanding with all people
- Learn from failure, mine and others

Benefits:

- Accrued sick leave meeting California labor laws requirements

POSITION DESCRIPTION ACKNOWLEDGEMENT DELIVERY DRIVER (SEASONAL)

I acknowledge that I have received a copy of this job description.

I understand that:

- This job description does not represent an employment contract and that my employment relationship with the Redwood Empire Food Bank is at-will
- This position description is subject to change and other functions may be assigned/reassigned at management's discretion at any time
- I understand that I am expected to adhere to all company policies

It is my responsibility to:

- Read the job description
- Ask questions if I need additional information or clarification regarding items covered in this job description
- Work with management should the need for a reasonable accommodation present itself

Employee Name (printed)

Date

Employee Signature

Date