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 82,000 people throughout the year (1 in 7 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.

**THIS ROLE:**

Individual contributor within the Transportation department and is responsible for executing to processes related to transportation, physical distribution, and logistics services.

**WORKING RELATIONSHIPS:**

As a member of the Transportation team, works closely with Logistics and Programs departments, as well as REFB distribution centers and customers. This position is not just a truck driver, this position is the face and spirit of the food bank. Every day, you make a connection with the community that we serve. Respect, humility and understanding – in addition to technical skills are essential for this position.

**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 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 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.
- Bi-Lingual, a plus
- Ability to work with staff, customers and volunteers from diverse backgrounds.
- Principles and practices of safety programs.

**PHYSICAL REQUIREMENTS**

In addition to driving one of our Class A vehicles, the work also includes operating in our busy warehouse environment 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. You are also out in the field at Distribution sites where you unload your vehicle and may be asked to assist in setting up for the food distribution. You will also help to load your truck once the distribution has concluded.

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 REFB.

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, finger, handle, and feel; talk and hear. 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 lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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