

Job Title: **Driver - Class B / Community Produce Program Site Coordinator**  
Reports To: Warehouse Manager / Community Produce Program Administrator  
Classification: Regular, Non-Exempt, Full Time  
Schedule: Tuesday to Saturday, daily shifts vary from 8am-7:30pm  
Location: Fairfield, CA

---

Our Drivers play a key role in the implementation of quality control standards regarding products to be picked up and transported. Drivers are responsible for servicing donors and Food Bank agencies in the Food Bank's service area with picking up, delivering and moving freight. As a key team member of the Community Produce Program, this position requires extensive enthusiastic interaction with the public and with other staff members.

### **Essential Duties and Responsibilities**

- Coordinate Community Produce Program site set up and volunteers.
- Manage produce distribution and respond to client and volunteer issues.
- Service donors and Food Bank agencies in the Contra Costa County and Solano County areas with deliveries and/or pickups.
- Weigh outbound and inbound produce and/or product.
- Load and unload trucks with manual pallet jack, electric pallet jack, or forklift.
- Complete daily program paperwork: volunteer sign-in, client sign-in, CPP distribution forms, etc.
- Clean out bins daily, wash truck monthly, and always keep truck and surrounding area clean.
- Other duties as assigned.

### **Qualifications**

- Reliable with ability to work well with others, independently and efficiently.
- Must be comfortable organizing large groups of people multiple times a day at distributions.
- Flexibility is a must – may need to report to either Concord or Fairfield on short notice.
- Ability to lift 75 pounds, safely unloading and loading a truck.
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics.
- Possess a valid CDL Class B with clean driving record (no accidents or citations in last 12 months)
- Ability to pass a drug screen.
- Previous forklift experience is a plus.

### **Benefits**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

**To Apply**

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: **“Driver – Class B.”** Email submission is preferred.

Or by mail to:

Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Ave  
Concord, CA 94520

**The Food Bank is an equal opportunity employer.**