

Job Title: Class B Driver – Community Produce Program Site Coordinator
Reports To: Transportation Manager / Mobile Distribution Supervisor
Classification: Regular, Non-Exempt, Full Time
Schedule: Tuesday through Saturday, daily shifts vary from 8am-7pm
Location: Fairfield, CA

Summary

Drivers play a key role in the implementation of Quality Control standards regarding products to be picked up and transported. This position is responsible for servicing donors and Food Bank agencies in the Food Bank's service area with picking up, delivering and moving freight. 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 the ability to work well with others, independently and efficiently.
- Must be comfortable organizing large groups of people multiple times a day at remote distributions.
- Flexibility a must – may need to report to either Concord or Fairfield on short notice.
- Ability to frequently lift 75 pounds, unloading and loading a truck, including overhead lifting.
- 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). Air brakes endorsement required.
- Ability to pass a back screen and drug screen including marijuana.
- Previous forklift experience a plus.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.



Job Opening

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, life insurance, flexible spending account, 403(b) employer matching, 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 organization. We strive to provide an inclusive, collaborative, and 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 with the subject line: "**Class B Driver - CPP.**" Email submission is preferred.

Or by mail to:

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

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer
Underrepresented groups are encouraged to apply.**