

Job Title: **Class B Driver /Community Produce Program Site Coordinator**  
Reports To: Transportation Manager  
Classification: Regular, Non-Exempt, Full-Time  
Schedule: **Sunday through Thursday**  
Report to Fairfield: Sunday (10am-6:30pm) and Monday (8am-4:30pm)  
Report to Concord: Tues/Wed/Thurs (6:30am-3pm)

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### **Who We Are**

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

### **About this Opportunity**

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 picking up, delivering and moving freight. This position requires enthusiastic interaction with the public and with other staff members.

### **Essential Duties and Responsibilities**

- Weigh outbound and inbound produce.
- Loads and unloads produce onto truck.
- Coordinate site set up and volunteers.
- Manage produce distribution, respond to client and volunteer issues.
- Complete daily program paperwork: volunteer sign-in, client sign-in, CPP distribution forms, etc.
- Clean out bins daily, wash truck monthly, keep truck and surrounding area clean.
- Drive Food Bank vehicles to various locations.
- Use material handling equipment (stand up forklifts, pallet jacks, etc.) in a safe manner to perform all daily warehouse duties; receiving, storage, agency order pulling, salvage, produce sorting, and receiving.
- Maintain vehicle preventative maintenance logs.
- Maintain an organized and sanitary facility.
- Monitor equipment condition and maintain equipment logs.
- Operate in a constant state of alertness and safe manner.
- 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 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 air brake endorsement and clean driving record (no accidents or citations in last 12 months).

- Ability to pass a drug screen (including marijuana), background screen, and be covered under the Food Bank's auto insurance policy.
- Previous forklift experience a plus and ability to operate an electric pallet jack.

**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.

**Compensation and Benefits**

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$28.50 per hour.

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](mailto:hr@foodbankccs.org) with the subject line: "Class B Driver (Concord & Fairfield)." Email submission is preferred.**

**Or by mail to:**

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

**FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.**

**We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.**

**FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.**

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