

Job Title:	Class B Driver / CPP Site Coordinator	Department:	Programs
Reports To:	Mobile Distributions Program Manager	Employment Type:	Regular
Classification:	Full-Time	FLSA Status:	Non-Exempt
Location:	Fairfield	Date Approved:	7/1/2026

Who We Are

For 50 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

The Class B Driver / CPP Site Coordinator transports fresh fruits and vegetables to Community Produce Program (CPP) distribution sites throughout the service area, ensuring our neighbors receive nutritious food reliably and safely. This role combines skilled commercial driving with on-the-ground site coordination, including supervising volunteers, managing produce distribution, and maintaining accurate program records. Every shift represents a direct contribution to FBCCS's mission to end hunger in our community.

Essential Duties

- Drive a Class B vehicle to transport fresh produce to CPP distribution sites across Contra Costa and Solano counties, in full compliance with all applicable DOT/FMCSA regulations.
- Coordinate site setup, manage volunteer activities, and respond to client and volunteer needs during each distribution.
- Weigh inbound and outbound produce and complete daily program paperwork, including volunteer sign-in, client sign-in, and CPP distribution forms.
- Load and unload produce using material handling equipment (stand-up forklifts, pallet jacks, etc.) safely and efficiently.
- Manage produce distribution and respond promptly to client and volunteer questions or concerns.
- Perform pre-trip and post-trip vehicle inspections (DVIRs) in accordance with 49 CFR § 396.13, checking equipment prior to and after each shift, and report any mechanical issues or defects promptly.
- Maintain vehicle preventative maintenance logs and keep the truck, bins, and surrounding area clean and sanitary on required schedule.
- Maintain accurate driver logs and Hours of Service (HOS) records in compliance with 49 CFR Part 395, using an Electronic Logging Device (ELD) as required.
- Comply with all FMCSA regulations governing commercial motor vehicle operation, including hours of service limits, vehicle maintenance standards, and drug and alcohol testing requirements (49 CFR Part 382).
- Maintain a current DOT medical examiner's certificate and promptly notify the Food Bank of any change in medical certification status.

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- Immediately report any traffic citations, accidents, license suspensions, or changes in driving record status, as required to maintain an active DOT Driver Qualification File (49 CFR Part 391).
- Participate in the Food Bank's DOT-mandated drug and alcohol testing program, including pre-employment, random, reasonable suspicion, and post-accident testing.
- Monitor equipment condition and maintain accurate equipment logs.
- Support daily warehouse duties as needed, including receiving, storage, order pulling, salvage, produce sorting, and maintaining cleanliness and organization.
- Operate in a constant state of alertness to ensure the safety of staff, volunteers, and community members.
- Support other Food Bank Programs and events to meet operational needs.
- Attend department and organization-wide meetings, trainings, and team-building events.
- May need to work outside regular scheduled hours occasionally to support programs and events.

Skills and Qualifications

Required

- Valid CDL Class B with air brake endorsement and a clean driving record (no accidents or citations in the previous 12 months), including a Department of Motor Vehicles Clean Driving Certificate.
- Ability to pass a drug screen (including marijuana) and criminal background screen.
- Ability to work independently and reliably, and to collaborate effectively with colleagues.
- Flexibility to report to either the Concord or Fairfield facility on short notice.
- Comfort organizing and engaging with large groups of community members at remote distribution sites.
- Genuine commitment to and enthusiasm for working with people of diverse backgrounds, cultures, and lived experiences; a demonstrated ability to engage respectfully and effectively across difference.

Preferred

- Prior forklift certification or experience operating an electric pallet jack.
- Experience in a nonprofit, mission-driven, or community-based environment.

Competencies

- **Adaptability** — Remaining effective across changing conditions by welcoming feedback, shifting approaches as needed, and balancing competing priorities.
- **Cooperation** — Engaging colleagues with respect and tact to build productive relationships, resolve conflicts, and collaborate effectively.
- **Dependability** — Consistently following through on responsibilities with accountability, reliability, and a commitment to doing one's best work.
- **Job Knowledge** — Maintaining the technical proficiency and contextual understanding needed to perform one's role effectively and independently.
- **Organization Support** — Upholding the organization's values, policies, and mission.
- **Teamwork** — Collaborating with a focus on collective success by balancing individual and group responsibilities and exchanging feedback openly.

Additional Information

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

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emergent duties.

Work Location

This is an on-site position. Remote work is not guaranteed and may be granted solely at the discretion of the department head.

Work Environment

This position works primarily in a warehouse and field environment, including driving routes to distribution sites throughout the service area. The employee is frequently exposed to work near moving mechanical parts and cold temperatures. The noise level is generally moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

The employee must frequently lift and/or move up to 75 pounds, including overhead lifting. The employee is regularly required to talk or hear, sit, stand, walk, use hands to handle and feel materials, and reach with hands and arms, including stooping, kneeling, and crouching. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations will be provided for qualified individuals with disabilities upon request.

Compensation

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$36.75/hr.

Schedule

This position is regularly scheduled Tuesday – Saturday, but hours outside of the regular schedule may occasionally be required

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: “Class B Driver/CPP Coordinator”.

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>