



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Class A Driver

About Second Harvest Food Bank

Looking for mission-driven work? Do you want to start each day knowing you are going to put nutritious food in front of hungry people? Do you want to go home each day knowing you've made a difference for families, seniors and those in need?

As one of the largest food banks in the nation, providing food to an average of more than one quarter of a million people each month, SHFB mobilizes individuals, companies, and community partners to connect one out of 10 local residents to the food they need. With a strong commitment to nutrition, SHFB distributes more fresh produce than any other food bank in the United States.

SHFB is a \$120 million revenue generating organization (including value of donated food) with a \$39 million cash budget for this year. A highly efficient operation, with over \$.95 of every \$1 going to programs that feed hungry people, SHFB is consistently recognized as a charity of choice and in 2012 OpportunityKnocks.org ranked SHFB as the top nonprofit to work for in the country.

Second Harvest Food Bank of Santa Clara and San Mateo Counties (SHFB) is a high impact organization with an exciting new strategic plan to increase food distribution by 14% by June 2019. To get that done, we'll handle 75.5 million pounds of food while limiting food waste to 3% or less. We'll focus on efficient internal operations, in particular service delivery, food safety and food donation receiving processes. For more information, please visit <http://www.shfb.org>

Reports To:	Transportation Manager
Primary Location:	Home terminals in San Jose/San Carlos. Coverage area includes Santa Clara and San Mateo Counties but could require routes out of county in order to deliver and pick up donations.
Hours:	Full time (40 hours per week) Some weekend and overtime as needed. Must be very flexible with start times, days, and reporting location. These may change as business needs change.
Compensation:	Competitive hourly wage. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 160 hours/year, ten paid holidays, and retirement plan.

Purpose of the Position

To collect and deliver fresh, frozen and processed food products and materials in and out of Santa Clara and San Mateo Counties. To interact with our suppliers, clients and volunteers with professionalism and courtesy, treating all constituents with dignity and respect. To serve as a positive representative of the Food Bank in helping achieve the organization's mission.

Duties and Responsibilities

- Timely and professional execution of product donation pick-ups and deliveries.

CURTNER CENTER
750 Curtner Avenue
San Jose, CA 95125
T 408-266-8866
F 408-266-9042

CYPRESS CENTER
4001 North First Street
San Jose, CA 95134
T 408-266-8866
F 408-266-9042

BING CENTER
1051 Bing Street
San Carlos, CA 94070
T 650-610-0800
F 650-610-0808

- Deliver food to Brown Bag, Family Harvest and other agency sites and locations in a timely, accurate and courteous manner.
- Work with volunteers who assist in donor pick-ups and deliveries.
- Maintain rapport with donors and/or their employees to foster continued support and a professional working relationship. When working on their premises, abide by donors' personnel and food safety policies.
- Maintain all current licenses, certifications and medical cards in accordance/compliance with Second Harvest and State mandated requirements.
- Complete accurate and timely documentation for shipping, receiving, unloading and warehousing of product, as defined by SHFB policies and procedures.
- Complete accurate and timely equipment maintenance and safety reports and driver logs. Report any and all equipment safety problems immediately.
- Perform cleaning of vehicle(s) and equipment.
- Inspect and secure product donations to assure compliance with food safety and vehicle sanitation policies.
- Maintain accurate records of vehicle operation for Biennial Inspection of Terminals (BIT) inspection on a daily basis.
- Perform duties in accordance with Second Harvest Food Bank's personnel and food safety policies.
- Operate forklifts and pallet jacks in accordance with SHFB Policies and OSHA regulations.
- Assist other Operations staff with their responsibilities, as directed by the Transportation or other Operations' Supervisors or Managers.
- Assist in maintaining an orderly and sanitary warehouse.
- Second Harvest Food Bank is a "second responder" in the event of a community emergency or disaster. During an emergency or disaster, and only after an employee's personal responsibilities are under control, employees are asked to report for work to be available to help in ways that may be different from their normal work responsibilities. In addition, employees may be temporarily transferred to other food banks (travel expenses paid) to assist them in recovering from the disaster.

Qualifications

- Minimum of two (2) years professional truck driving experience, preferably in a food or food-related environment.
- Possession of a valid California Class A driver's license, current DMV printout with no moving violations, and forklift certification, with the necessary experience to pass an in-house performance review.
- Proven ability to drive Tractor-Trailer, bobtail trucks, operate standard warehouse equipment and demonstrated ability in inspection of vehicles and equipment.
- Ability to safely operate all types of warehouse equipment, including, but not limited to, pallet jacks, forklifts and dock levelers.
- Proven ability to work steadily and independently with minimum supervision and to follow standardized written procedures.
- Demonstrated ability to maintain accurate records. Add, subtract, multiply and divide units of weight successfully. Write reports and record transactions with proper format and legibility.
- Exert force and/or lift or carry items weighing 20 to 50 pounds frequently.
- Up to 2/3 of the time: walk, sit, squat, and bend twist, reach at various heights above and below shoulder level.
- Up to 1/3 of the time: push or pull; lift or carry large, heavy, awkward objects while maneuvering in a confined space; e.g., narrow aisles, high density storage areas, inside of a truck box, etc., ascend or descend flights of stairs; climb in or out of trucks, docks and/or forklifts.
- Work inside freezers and coolers with a temperature of -10 degrees F to 38 degrees F.



- Ability to work well with other staff and to relate well to donors and agency representatives. Speak to donors and clients with poise, voice control and confidence, imparting information in a clear and understanding manner.
- Familiarity with the Bay Area.

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EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

Note: This job announcement is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive; the job may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. Management reserves the sole right to add, modify or exclude any essential or non-essential requirement at any time with our without notice. Nothing in this job announcement is intended to create a contract of employment of any type. Employment is “at will” and may be terminated at any time by the employer or employer with or without cause or notice.

