



SECOND HARVEST
of SILICON VALLEY

Position Announcement Class A Driver

About Second Harvest Food Bank

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 309 partners at 985 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy and housed by providing enough nutritious food for 57 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

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.
- 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.



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



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- 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.

Reports To:	Transportation Manager
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.



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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.

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