**Second Harvest Food Bank Santa Cruz County**

**Holiday Driver/Warehouse Worker (Temporary)**

**NON-EXEMPT**

Second Harvest Food Bank provides over 8 million pounds of food assistance annually, to over 55,000 people per month, through its network of 200 member agencies and programs. By increasing access to healthy food, Second Harvest is making a profound impact towards growing a healthier community.

**JOB SUMMARY**

*Reports to:**Warehouse Manager*

Our Warehouse Drivers are the heart of our operation and “the face of the food bank” to many in our community. They drive various trucks and other vehicles to pick up and deliver food around Santa Cruz County, and keep our warehouse operations running smoothly. This is a temporary position; slated to close at the end of the 2018 Holiday Food & Fund Drive (mid-January 2019).

Customer Service

* Serve as an ambassador for the food bank and its mission in the community.
* Develop and maintain effective working relationships and deal tactfully, cooperatively and effectively with staff members, volunteers, agencies, community organizations, growers, packers, processors, and potential donors.
* Communicate effectively and respectfully with people of different racial, ethnic and cultural groups and from different backgrounds and lifestyles.
* Work with other team members in a cooperative and supportive way; providing assistance and fill-in coverage for other positions.

Driving

* Perform the timely, safe, and efficient pick-up and delivery of Second Harvest products.
* Calculate and arrange loads with consideration of safety and security in transport.
* Inspect vehicles to ensure that they are in safe operating condition and report the need for maintenance or repair.
* Conduct weekly cleaning and sanitizing of vehicle and equipment. Inside of cab must be maintained clean, free of trash and contain all necessary safety equipment and documentation, such as insurance and licensing.
* Provide accurate and timely reports as necessary and assigned.

Warehouse Operations

* Pull fresh, frozen, dry food orders in an accurate and timely manner, with attention to food safety and quality.
* Load and offload company vehicles as required; exercising safe lifting practices.
* Move a variety of foodstuff and related material in and about the warehouse for the purpose of inspection/sorting.
* Safely drive a forklift in a warehouse setting.
* Assist in verifying food safety standards are met for products and packaging materials through visual inspection, product handling and temperature monitoring when applicable.
* Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.
* Complete and perform accurate follow-through on documentation for shipping, receiving, unloading, and warehousing of product, as defined by Feeding America and AIB policies and procedures.
* Work with warehouse team to maintain food safety, pest control, and inventory control standards.
* Perform cleaning and light maintenance activities on all vehicles and equipment.
* Maintain safe food handling practices.
* Maintain safe warehouse practices.
* Participate in and contribute to accurate inventory and cycle counts.
* Maintain vehicles and storage areas in a clean and orderly condition.

Perform other duties as assigned.

**QUALIFICATIONS**

One-year prior driving experience, with a strong safety record. Warehouse experience and any experience in safe food handling, storage, and transport. Bilingual in English/Spanish is desirable.

Knowledge/Skills/Ability

* Knowledge of California driving rules and regulations; safe truck operations; loading and transport techniques and practices.
* Knowledge of safe food handling requirements for transport and storage.
* Ability to safely operate a forklift.
* Ability to read maps and assist in planning effective driving routes.
* Knowledge of basic vehicle recordkeeping.
* Some knowledge of inventory control practices, procedures and recordkeeping methods.
* Ability to work as a part of a team, to foster teamwork and to provide excellent service to coworkers and customers.
* Ability to establish and maintain good working relationships with people of various ages, educational, ethnic and socio-economic backgrounds.
* Must have a minimal ability to use computers.

Physical Requirements

* Able to repeatedly lift bulky items weighing as much as 50 pounds.
* Able to see and read documents.
* Able to hear normal conversations in person and on the phone.
* Able to work in a cold environment.
* Able to stand and walk for a minimum of eight hours.
* Able to sit and drive for a minimum of eight hours.

**OTHER REQUIREMENTS**

* Forklift certification preferred. At a minimum, must enroll in training program immediately upon hire.
* Must have access to a motor vehicle, as well as valid auto insurance coverage, for occasional driving on the job.
* Must have valid California Driver’s License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank’s insurance carrier).
* It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.

**Job Details:** This is a full-time, temporary, non-exempt (hourly) position, working 40 hours per week. Employee is eligible for sick leave benefits. Starting salary is $17.00 per hour, paid biweekly.

**To Apply:** Please send cover letter and resume by DATE to [hiring@thefoodbank.org](mailto:hiring@thefoodbank.org).

SECOND HARVEST FOOD BANK SANTA CRUZ COUNTY   
IS AN EQUAL OPPORTUNITY EMPLOYER.

Second Harvest Food Bank does not discriminate because of race, religion, religious creed, color, age, sex, sexual orientation, gender (including gender identity and gender expression), national origin, ancestry, marital status, medical condition, physical or mental disability, military service, veteran status, pregnancy, childbirth, breastfeeding and related medical conditions, genetic information, genetic characteristics or any other legally protected status. The Food Bank also does not discriminate based on the perception that anyone has any of these characteristics, or is associated with a person who has (or is perceived as having) any of these characteristics.