



**POSITION: DRIVER/WAREHOUSE WORKER**  
**PROGRAM: FOOD BANK**  
**REPORTS TO: WAREHOUSE SUPERVISOR**  
**STATUS: FULL-TIME**  
**RATE OF PAY: \$12.71 PER HOUR**  
**APPLY BY: OPEN UNTIL FILLED**

### **POSITION SUMMARY**

Under close supervision, operates vehicles, loads, unloads, weighs, stores and distributes food products, records data on logs; and assists in the maintenance of the vehicles and warehouse. Works with volunteers, donors and clients. Performs other duties as required. **Must submit copy of a valid California Class C Driver's License including a DMV printout of current driving record with application. A math test will be administered and must pass test to be considered for interview.**

### **DUTIES & RESPONSIBILITIES**

1. Drives food bank trucks, including 24 foot truck to donor food/vendor pick-up sites following scheduled routes.
2. Will operate a forklift and other power and manual equipment to move heavy objects.
3. Will be required to lift 50 pounds on a daily and continuous basis. May also lift other food products weighing up to 100 pounds.
4. Unloads and loads food products in warehouse and other sites.
5. Store food products properly, by packaging, labeling, sorting, and shelving items in compliance with health codes and department procedures.
6. Assists in the distribution of food to member agencies and individuals.
7. Regularly participate in the direct distribution of food boxes to low income consumers participating in a Food Bank nutrition program.
8. Makes initial contact with food donor at pick-up site. Completes food donor receipts.
9. Weighs food at warehouse and records poundage on donor receipts.
10. Completes food disbursement receipts for member agencies. Will assist in inventory and the maintaining of inventory records.
11. Assists in the maintenance of the warehouse to include general housekeeping, disposal of inedible food items, cleaning coolers/freezers and sinks.
12. Direct work of volunteers.
13. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Applicant must possess a general knowledge of:**

1. Operate standard and manual transmission trucks in a safe and efficient manner.
2. Forklifts, lifting methods and other warehouse procedures. Must be able to obtain an OSHA certification certificate (Agency provides training).
3. Basic computer skills is a plus, but not required.

### **APPLICANT MUST POSSESS THE ABILITY TO:**

1. Demonstrate a clear, concise and effective command of the English language, both oral and written.
2. Read and understand signs, labels, work schedules and simple instructions. Perform mathematical skills sufficient to create compose or compile information and data in order to accurately maintain logs and forms.
3. Communicate orally to effectively deal with the public.
4. Add, subtract, multiply and divide using whole numbers and decimals.
5. Apply principles and practices of inventory procedures.
6. Understand and comply with health and safety regulations of a food warehouse.
7. Establish and maintain rapport with staff, clients and others from culturally diverse backgrounds.
8. Work weekends and/or evenings when or if needed.
9. Provide a valid California Class C Driver's License including a Department of Motor Vehicles (DMV) printout of driving record that meets minimum standards established by agency's insurance carrier. Willingness to obtain a California Class B Driver's License (with air-brakes) within 120 days from the date of hire.
10. Possess a valid California Driver's License with a driving record that meets minimum standards established by Community Action Partnership of Orange County insurance carrier.
11. Lift forty (50) pounds or more alone.

### **EXPERIENCE/EDUCATION**

Some experience and/or education which would have applied or developed the required knowledge and abilities. Nonprofit experience and Class B Driver's License is desirable. **Must submit copy of a valid California Class C Driver's License including a DMV printout of current driving record with application.**

### **APPLICATION PROCEDURES**

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3617 or e-mail request at [hr@capoc.org](mailto:hr@capoc.org) or visit [www.capoc.org](http://www.capoc.org) to download. Applications must be filed no later than 5:00 p.m. on the closing date. **Resumes will not be accepted without a completed application. Incomplete application will not be considered.** Facsimile (Fax) copies at (714) 894-5404.

### **MEDICAL EXAMINATION**

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

The Department of Transportation (DOT) Driver position is regulated by rules governed under the United States Department of Transportation and is subject to periodic Random DOT Drug Testing.

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

Equal Opportunity/Affirmative Action Employer Women and Minorities are Encouraged To Apply

### **THE PROMISE OF COMMUNITY ACTION**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

### **EMPLOYMENT BENEFITS**

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** – Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**

Updated: 3/24/17 & Posted: 3/30/17  
File: Driver

Community Action Partnership of Orange County  
11870 Monarch Street  
Garden Grove, CA 92841