



## Driver Class A

**Position Title:** Driver Class A

**Location:** Irvine (local, Orange County driving only)

**Reports To:** Transportation Supervisor

**Status:** Full-Time, Non-Exempt (Hourly – Depending on Experience \$16.75 - \$19.00/Hour)

### Education and/or Experience

- High school diploma or equivalent
- At least 6 months Class A driving experience
- Qualifications:
  - Current DMV printout indicating Class A license status (not older than 30 days)
  - Current Medical Examiners Certificate
  - Negative result in Pre-Employment Drug Screening
  - Ongoing participation in DMV pull notice report system
  - Ongoing participation in random screening for controlled substances & alcohol

### Physical Demands

- Regularly required to stand, walk, reach, use hands
- Regularly required to lift and carry up to 60 lbs
- Regularly required to get in and out of trucks and drive
- Regularly required to push or pull up to 1,000 lbs using pallet jack
- Occasionally required to stoop, kneel, and crouch

### Work Environment

- Trucks, warehouses, roads, and shipping areas
- Exposure to outside weather conditions
- Moderate to loud noise
- Exposure to cleaning agents, tools, and transportation equipment

### Language and Reasoning Skills

- Able to understand instructions, short correspondence and memos
- Interpersonal contact by telephone and in person
- Able to use Road Net communication system according to procedure
- Able to solve practical problems and make decisions using common sense
- Able to understand use of resources as it relates to food bank mission and goals

### Integrity

- Upholds all SHFB policies and procedures
- Understands that all products belong to SHFB
- Provides services with dignity, including services to co-workers and volunteers, customers, clients, and vendors without regard to race, creed, color, sex, or familial status

### **People Skills**

- Personable, diplomatic, compassionate
- Able to establish rapport quickly with members of the community
- Able to work with individuals of diverse personality, cultures, and age groups
- Able to interact successfully with community members, customers, volunteers, co-workers, and SHFB management
- Courteous driver – represents SHFB on the road
- Commitment to living out the Food Bank's core values of compassion, integrity, stewardship, service excellence and diversity.

### **Driving and Navigational Skills**

- Class A driver license and good driving record
- Safe driver – consistently uses safe, conservative driving skills
- Able to read maps and use directions and common sense to find locations
- Current copy of driver license and auto insurance will be kept in administration office

### **Work Habits and Professionalism**

- Detail oriented and efficient
- Strong follow-through to complete tasks daily
- Able to take direction and follow instructions and procedures
- Flexible and helpful– able to change plans, identify needed work, and adjust tasks as needed to accomplish the most in a shift
- Careful - uses tools and common sense to complete tasks safely
- Professional appearance and demeanor – represents SHFB in the community

**Essential Duties and Responsibilities** include the following.

Other duties may be assigned.

- All work stations are kept clean, orderly, and safe
- Opens assigned truck according to procedure, checks truck for safety and security
- Before driving, reviews daily route and asks questions as needed
- Uses map books to navigate and remains available for contact with dispatch
- Knows SHFB employees and community members when possible
- Represents SHFB to community - on the road and with clients
- Receives donations from community members and gives receipts to donors
- Greets customers and community members with a smile
- Inspects potential donations for condition and quality, accepts or rejects donations as needed, according to guidelines
- Uses dollies, pallet jack, and other tools to move merchandise onto truck
- Reports any problems at once to dispatch supervisor or other SHFB management
- Fuels truck as needed – uses fuel card responsibly
- Offloads truck at Irvine facility or destination agency
- Keeps truck clean and uncluttered
- Reviews condition of truck, inside and out
- Locks and secures truck at end of work day – follows established procedure
- Provides all daily and other reports to supervisor

### **Safety Duties and Responsibilities**

- Monitors truck and work areas daily and resolves unsafe issues
- Adheres to safety guidelines and recommendations
- Reports incidents to Transportation Supervisor, no matter how minor

**How to Apply:** Please send resume & completed [application](#) to: [Steve@FeedOC.org](mailto:Steve@FeedOC.org)