

**Job Postings - Community Food Bank  
As of July 21, 2010**

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**Distribution Center Assistant – Service**

**Job Posting Number: 101-2010**

**Closing date: July 26, 2010**

Full Time (40 hours/week), Regular/Benefitted

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**Essential Duties and Responsibilities:**

DC Assistant-Service will be responsible for the receiving and processing product/inventory as other duties as assigned to maintaining operations in a distribution center.

1. Maintain policies, procedures, and practices regarding distribution center activities
2. Engage in productive work behavior
3. Provide excellent customer service to all CFB customers including CFB clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

1. High School Diploma or GED
2. Demonstrate ability to read, write, and perform basic math skills in English
3. Must pass background check and drug test
4. Stand or sit for extended periods of time
5. Must be insurable by CFB company vehicle insurance provider.

The items listed below are representative of the desirable knowledge, skills, and abilities in preferred candidates.

1. Distribution center experience in an order picking, packing environment
2. Inventory, cycle counting experience
3. Receiving experience
4. Demonstrate ability to drive forklift, manual jacks, and distribution center equipment
5. Must be able to be certified as a fork lift driver within 90 days of hire

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With distribution center and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a distribution center environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands; must be able to attend work on a daily basis as scheduled.

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**Distribution Center Assistant – Driver****Job Posting Number: 102-2010****Closing Date: July 26, 2010**Full Time (40 hours/week), Regular/Benefitted

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**Essential Duties and Responsibilities:**

Driver will be responsible for the delivery of product to and from distribution center as well as other duties as appropriate to functions supporting a distribution center with receiving and processing product/inventory.

4. Maintain policies, procedures, and practices regarding distribution center activities
5. Engage in productive work behavior
6. Provide excellent customer service to all CFB customers including CFB clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

6. High School Diploma or GED
7. Demonstrate ability to read, write, and perform basic math skills in English
8. Minimum 2 years of driving experience
9. Must pass background check and drug test
10. Must provide DMV printout of driving record, have no violations in the last three years, and possess current eligibility to drive
11. Must possess current California driver's license (Class C) and have proof of insurance prior to first day of employment
12. Stand or sit for extended periods of time
13. Must be insurable by CFB company vehicle insurance provider

The items listed below are representative of the desirable knowledge, skills, and abilities in preferred candidates.

6. Minimum 2 years of distribution center experience in an order picking, packing environment
7. Minimum 1 year of inventory, cycle counting experience
8. Minimum 1 year of receiving experience
9. Previous experience in commercial driving of a flatbed/box truck/bob tail/forklift
10. Demonstrate ability to load trailers using forklift, manual jacks, and distribution center equipment
11. Must be able to be certified as a fork lift driver within 90 days of hire
12. Exhibit map reading skills and knowledge of the local driving area

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With distribution center and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a distribution center environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands. Must be able to attend work on a daily basis as scheduled