



Job Description

Title: Driver/Warehouse Assistant
 Reports to: Director of Warehouse Operations
 Classification: Hourly, non-exempt

A successful candidate for the position of driver/warehouse assistant will possess and meet the following requirements:

Essential Duties and Responsibilities:

- Ability to pick orders using a packing slip
- Proficient at in-bound, pick, pack, ship, and inventory control
- Manages time effectively and prioritizes tasks to meet deadlines
- Clean Driving Record, and a clean criminal background
- Works productively with others in a team environment
- Ability to complete tasks in an accurate and efficient manner, working both independently and in a fast-paced team environment
- Requires ability to lift up to 70 pounds, stand or sit for extended periods of time, and perform regular hand and arm movements.
 Ability to read English, Basic math skills
- Preparing Orders for Shipping by picking orders, providing proper shipping documentation on invoices, bills of lading, certificates, tags, labels.
- Receiving and inspecting products into inventory. Prepare all the necessary documentation and tags, check and verify all information on certificates and vendors packing list, process and receive goods into warehouse.
- Must also know how to load trailers using pallets forklift or manual jacks.
- Complete deliveries on schedule and interface with customers effectively
- Verify order to ensure correct products loaded and shipped
- Conduct daily preventive maintenance checks daily prior to beginning deliveries
- Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, rain or cold air, moving machinery, loud noise, and fumes.
- Ability to review invoices with customers and obtain customer signatures.
- Ability to maintain truck log showing delivery locations, time spent, and distance traveled
- Previous experience in commercial driving of a flatbed/box truck/bob tail
- Knowledge of the local driving area and map reading a plus
- Strong customer service orientation and problem solving skills.
- Strong interpersonal and oral communications skills
- Adhere to all A2H and Community Food Bank regulations and guidelines
- Attend all staff meetings and appropriate trainings
- All duties as assigned

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

- High School Diploma or GED
- Min 2 years of warehouse distribution experience in an order picking, packing environment.
- Min 1 year of inventory, cycle counting experience
- Min 1 year of receiving experience
- Min 2 years of driving experience
- Forklift experience a plus
- Must be eighteen years of age or older
- Must pass the Drug Test
- Must pass the Background Check
- Must provide DMV printout of driving record and have no violations in the last three years
- Must possess current California driver's license (Class C) and have proof of insurance prior to first day of employment

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

This position is located at a warehousing/distribution facility. With warehouse 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 warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, or 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 and events and to run errands.

Submit resume and cover letter to:

*Dana Wilkie
CEO
Community Food Bank
3403 E. Central Avenue, Fresno, CA 93725
or
dwilkie@communityfoodbank.net*

Community Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.

Community Food Bank is an Equal Opportunity Employer