



Nuestra Casa

Nuestra Casa Job Description Food Distribution Driver Connector

Mission: Nuestra Casa has been serving the needs of the immigrant Latino/x population who reside within East Palo Alto and the mid-peninsula of the Bay Area since our inception in 2002. Our mission is to uplift Latino/x families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy. Nuestra Casa's programming also serves low-income residents and is community-led and informed.

Job Description

Position: Food Distribution Driver-Connector Contractor

Salary: \$ TBD / per hour

Type: Part time (15-20 hrs. per week)

Language: Spanish (*Bilingual: English/Spanish*)

Experience: At least 2-years/ Excellent Customer Service Techniques

Purpose of the Position

To collect and deliver fresh, frozen and processed food products and materials in and out of stores of South San Mateo County. To interact with our suppliers, clients and volunteers with professionalism and courtesy, treating all constituents with dignity and respect. To serve as a positive representative of the Food Bank in helping achieve the organization's mission.

Duties and responsibilities

- Timely and professional execution of collections, deliveries and transportation to product donation distribution sites.
- Transport food to NC agency sites and locations in a timely, accurate, and courteous manner.
- Work with NC staff, volunteers who help in the collection and delivery of donors.
- Maintain a good relationship with donors and / or their employees to foster ongoing support and a professional working relationship. When working at your facility, comply with donor staffing and food safety policies.
- Maintain all current licenses, certifications and medical cards in accordance / compliance with Nuestra Casa, partners and the mandatory requirements of the state.
- Complete, accurate and timely documentation for the shipment, reception, unloading and storage of the product, as defined by the policies and procedures of NC and partners.



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- Complete accurate and timely equipment maintenance and safety reports and driver records. Report any equipment safety issues immediately.
- Clean vehicles and equipment.
- In agreement with the Program Coordinator, inspect and ensure product donations to ensure compliance with food safety and vehicle health policies.
- Maintain accurate records of vehicle operation for the Biennial Terminal Inspection (BIT) inspection on a daily basis.
- Perform duties in accordance with Nuestra Casa staff and food safety policies.
- Operate and move pallet trucks in accordance with NC policies and OSHA regulations.
- Assist other members of the NC operations staff with their responsibilities, as directed by supervisors or managers of transportation or other operations.
- Help maintain an orderly and sanitary warehouse.
- Our Casa is a second responder in the event of an emergency or disaster in the community. During an emergency or disaster, and only after employees' personal responsibilities are under control, employees are asked to report to make work available to assist in ways that may be different from their normal job responsibilities.

Qualifications

- Minimum of two (2) years of professional truck driving experience, preferably in a food or food-related environment.
- Possession of a valid California Class A driver's license, a current printed copy from the DMV with no traffic violations, with the experience necessary to pass an internal performance review.
- Proven ability to drive Trucks, demonstrated ability to inspect vehicles and equipment.
- Ability to safely operate all types of warehouse equipment, including, but not limited to, pallet trucks and dock levelers.
- Proven ability to work consistently and independently with minimal supervision and to follow standardized written procedures.
- Demonstrated ability to keep accurate records. Add, subtract, multiply and divide units of weight successfully. Write reports and record transactions in proper format and readability.
- Use force and / or lift or carry items weighing 20 to 50 pounds frequently.
- Up to 2/3 of the time: walk, sit, squat and bend, twist, reach various heights above and below shoulder level.
- Up to 1/3 of the time: push or pull; lifting or carrying large, heavy and uncomfortable objects while maneuvering in a confined space; for example, narrow aisles, high-density storage areas, inside the bed of a truck, etc., going up or down flights of stairs; get on or off trucks



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- Work (sometimes) inside freezers and refrigerators with a temperature of 10 degrees F to 38 degrees F.
- Ability to work well with other staff and interact well with donors and agency representatives. Speak to donors and clients with poise, voice control, and confidence, imparting information clearly and comprehensively.
- Familiarity with San Mateo County.
- Other Activities can be assigned

Reports to: Food Distribution Coordinator or Program Director

Location: Home terminals in East Palo Alto/Redwood City. Coverage area includes San Mateo County but could require routes out of the county in order to deliver and pick up donations.

Hours: Part time (15-20 hours per week) Monday to Friday, Weekend as needed. Must be very flexible with start times, days, and reporting location. These may change as business needs change.

The Food Distribution Driver Connector position is open until filled.

How to Apply.

All interested parties should submit a cover letter and resumé to Nuestra Casa at info@nuestracas.org

This position is open until filled. Nuestra Casa is an equal opportunity employer.