



FOOD DISTRIBUTION DRIVER

OUR MISSION

We exist to uplift Latinx families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy.

OUR VISION

Nuestra Casa envisions a vibrant East Palo Alto community united around shared values, a multicultural community working together to ensure that all its residents are integrated and have access to the American Dream. Our families pave the road for other generations to follow through their participation in civic engagement activities and collaborative community actions.

WHO WE ARE

Nuestra Casa has been serving the needs of the immigrant Latinx population of East Palo Alto and surrounding communities since 2002. Our organization rose out of a community assessment conducted by a group of local activists who were concerned about the growing needs of the rising immigrant population. Today, Nuestra Casa is positioned as the premier Latinx serving nonprofit in our community. Over the past five years, our growth has allowed us to expand our services and programming into neighboring communities like Menlo Park (Belle Haven region), North Fair Oaks, and Redwood City. Through our advocacy efforts, we also reach other communities in San Mateo County.

At Nuestra Casa, we welcome our community to a place that feels like home. We stand by their side to help them navigate institutions, build people's power, and use their voice to shape a new, more equitable community. Our programs transform our leaders into advocates actively engaged in our local economy, school district, and civic life. Together, we will build a community that leaves no one behind.

Position Summary: 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.

Essential 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.



- 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.
- 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 Lead, 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.
- Nuestra 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.

Reporting Responsibilities

The Food Distribution Driver reports to the Program Director.

Qualifications

- Must be passionate about Nuestra Casa's mission.
- Bilingual/bicultural in English/Spanish (preferred).
- 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
- 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.

Physical Demands

The physical demands described here represent those that an employee must meet to perform this job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties associated with this position, the employee is regularly required to walk, drive, stand, sit, and climb steps. The employee frequently is required to use hands and fingers to operate a computer keyboard, mouse, and telephone and talk and hear. The employee must occasionally bend, lift, and/or move up to 25 pounds. Specific vision abilities required by this position include a vision to drive, vision to walk, close vision, peripheral vision, and the ability to adjust focus.

Special Requirements:

- The work is performed at approximately 4 different sites, some with multiple layouts, in East Palo Alto and Redwood City. Locations include churches, public housing sites, and school parking lots. Personnel works outdoors in adverse weather conditions when necessary. This position requires traveling within the surrounding community & flexibility in the afternoons, nights and/or weekends (Requires own transportation and/or making personal arrangements to get from one place to another).

Salary

The Food Distribution Driver position will pay \$23/hr. This position is part time 15-20 hours per week (Monday- Saturday). Does not offer medical/dental/vision benefits or vacation time. Sick time is accrued according to CA standards. Position becomes permanent after successful completion of a 6-month probationary period.

APPLICATION PROCESS:

All interested parties should submit a cover letter and résumé to info@nuestracasa.org.

Nuestra Casa is an Equal Opportunity Employer.

JUNE 20, 2023