



Healthy Food Program Driver

Part-time, Non-Exempt, 15-20 hours per week

Reporting to the Healthy Food Program Director, Grey Bears Healthy Food Program Driver represents Grey Bears to local partners and distributors. Accepts and delivers food from local vendors with the upmost customer service. Must possess and adhere to safe driving, food handling, and forklift operating procedures. The Healthy Food Program Driver is a team player who supports the Healthy Food Program, which distributes two million pounds of fresh produce to Santa Cruz County seniors each year.

Primary Responsibilities and Activities

Driving

- Emphasizing safety, perform efficient pick-up and delivery of food and other items for Grey Bears Healthy Food Program.
- Calculate and position loads with consideration of safety and security in transport.
- Unload and sort incoming food from trucks and place in coolers.
- Inspect vehicles daily to ensure safe operating condition and report need for maintenance or repair.
- Conduct weekly cleaning and sanitizing of vehicles, check safety equipment, and ensure proper documentation (insurance, license, forms, etc.)
- Conduct minor repairs and maintenance, and update maintenance records.
- Perform other duties as assigned.

Warehouse Operations

- Safely drive a forklift in a warehouse setting.
- Ensure food safety standards through visual inspection, product handling and temperature monitoring when applicable.
- Employ personal responsibility in following all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately to the Healthy Food Program Director.
- Complete and perform accurate follow-through on documentation for pick-ups, receiving, unloading, and warehousing of product, as defined by policies and procedures.
- Work with warehouse team to maintain food safety, pest control, and inventory control standards.
- Perform cleaning and light maintenance activities on all vehicles and equipment.
- Maintain safe food handling practices.
- Maintain safe warehouse practices.
- Participate in and contribute to accurate inventory reports counts.
- Maintain vehicles and storage areas in a clean and orderly condition.

Qualifications and Special Conditions of Employment

Must possess a valid license to drive in the State of California and clean DMV record

- Ability to maintain and document cleanliness standards of a food processing organization.
- Outstanding interpersonal skills to establish and maintain excellent relationships with vendors, program participants, growers, staff, volunteers and other community partners.
- Requisite experience, training and certification for the safe operation of a forklift and pallet jack. Training and certification provided.
- Working knowledge of the federal and state regulatory requirements pertaining to occupational safety and health.
- Selected candidate will be required to pass a criminal history background check.
- Ability to transport 25 pounds frequently, and 25-50 pounds occasionally, with or without accommodation.
- Ability to perform essential physical job functions typically requiring bending, squatting, sitting, standing, walking, handling objects, pushing/pulling, reaching above shoulder level, and using fine finger movements with manual dexterity.
- All Grey Bears employees must know and follow job safety procedures, attend safety meetings and trainings, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

Compensation

Pay Range: \$18 - \$20 per hour /Class C license holders: \$20 -\$25 per hour, DOE.

Regular Part-Time position from 16 to 24 hours per week.

Benefits: Employer paid; sick leave, vacation, and 403b retirement plan available with employer contributions of 4% after one year.

Special Conditions of Employment

- Selected candidate will be required to pass a criminal history background check.
- Ability to transport 25 pounds frequently, and 25-40 pounds occasionally, with or without accommodation.
- Ability to perform essential physical job functions typically requiring bending, squatting, sitting, standing, walking, handling objects, pushing/pulling, reaching above shoulder level and using fine finger movements with manual dexterity.

Physical Demands and Work Environment

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Grey Bears is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.