



Westside Food Bank is seeking a Driver

General Job Description

Are you ready to apply your talent and skills to an innovative organization with a 44-year history and solid financial foundation? Do you want to team up with a close knit group of committed staff who work collaboratively to improve the well-being of local people in need? Westside Food Bank, a non-profit social service organization, is seeking a full-time driver to assist with our provision of food. WSFB distributes nearly 5 million pounds of food yearly to over 55 social service agencies and is expanding our direct distribution. The Driver is part of the warehouse team and will report to the Warehouse Supervisor.

The ideal candidate will have at least two years experience in safely driving a class C truck. In addition, the candidate should be familiar or willing to learn general warehouse operations, including order picking, using a warehouse management system (WMS), and operating forklifts and pallet jacks. The candidate will be expected to assist with our direct distributions and should be comfortable interacting with volunteers and the general public in a professional manner. Bilingual English/Spanish preferred but not required.

Responsibilities

- Load and unload company truck with forklifts and pallet jacks
- Drive company truck to pick up and deliver food and run errands
- Manage set up and break down of mobile food distributions
- Assist with vehicle maintenance
- Pick food orders for distribution to agencies using barcode scanner
- Palletize food for distribution after picking
- Assist with receiving food deliveries and donations
- Assist with keeping accurate records for distributions and warehouse operations
- Other warehouse duties as assigned

Qualifications

- Class C driver's license with clean driving record
- 2+ years driving experience with 26 ft box trucks
- General warehouse experience, food industry experience a plus
- Must be able to lift up to 50 pounds for a consistent length of time
- Ability and willingness to do hard manual tasks
- Must have superb attention to detail and ability to distinguish between similar products

- Must be able to accurately count items
- Ability to learn and use warehouse management system and barcode scanners
- Ability to operate forklift, pallet jacks and other warehouse equipment
- Ability to communicate via e-mail, Slack, other online communication tools
- Class C driver's license with clean driving record
- Ability to obtain and maintain food handler certification
- Positive, friendly team player, ability to interact well with the public
- Customer service experience a plus
- Bilingual English/Spanish a plus

Compensation & Benefits

- This position has a regular work schedule from 7am-3pm, Monday through Friday. Occasional evenings and weekends (less than 15 a year) may be required.
- This is a full-time, non-exempt position at 40 hours per week with salary of \$23.50/hr
- Generous benefits package:
 - Medical (Kaiser HMO): Premiums fully covered by WSFB for the employee. Dependent coverage is available, employee pays 2% of their wages for coverage and WSFB pays the rest.
 - Dental (Delta Dental PPO): Premiums fully covered by WSFB for the employee. Dependent coverage is available at 25% of the premium cost.
 - 4% Safe Harbor 401k Match with immediate vesting
 - Paid time off: 12 sick days per year, 10 holidays plus winter holiday closure, 10 vacation days in the first year of employment (increases per year, up to a maximum of 25 days at the seventh year of employment)
 - Pre-tax Flexible Spending Account (FSA) available, with employer contribution to medical
 - Life, AD&D and Long-Term Disability Insurance, paid for by WSFB
 - Professional development opportunities, paid for by WSFB

How to Apply

Send resume to jobs+wd@wsfb.org

We will review applications starting on Monday, March 23rd, and will contact prospective candidates directly, please no calls.

Westside Food Bank is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law