



## Job Description:

# PROGRAM DRIVER / WAREHOUSE ASSOCIATE

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**Department:** Warehouse  
**Reports To:** Warehouse Manager  
**Supervises:** not applicable  
**Date:** February 2024

### About Elk Grove Food Bank

Looking for mission-driven work? Do you want to start each day knowing you are going to help put nutritious food in front of hungry people? Do you want to go home each day knowing you've made a difference for families, seniors, and those in need?

Elk Grove Food Bank Services (EGFBS), which is celebrating its 50<sup>th</sup> anniversary in 2024, provides food, clothing, and additional resources to those in the Elk Grove and southern Sacramento County region. EGFBS mobilizes individuals, companies, and community partners to connect our local residents to the food they need. With a strong commitment to nutrition, EGFBS also works hard to distribute fresh produce to those in need.

### Job Summary

The Program Driver/Warehouse Associate (PDWA) is responsible for performing pickups, deliveries, and various warehouse tasks, including loading and unloading trucks and ongoing inventory tasks such as sorting, arranging, and stocking supplies. The PDWA is responsible for assisting with general maintenance, cleanliness, and organization of EGFBS facilities, equipment, and vehicles.

It is essential that the incumbent be empathetic, courteous, professional, and meticulous with protocol in all interactions with donors, vendors, potential and current clients, staff, volunteers, and the public.

### Essential Duties and Responsibilities

- Deliver food and supplies to program distribution sites and other locations as requested
- Handle regular pick-ups from vendors and community donors, including supermarkets, businesses, schools, and churches while maintaining a high level of customer service and satisfaction
- Assist in organizing and maintaining warehouse inventory

- Pull and process orders for program distribution
- Load the truck in an efficient manner for unloading
- Safely operate trucks, pallet jacks, and forklifts
- Perform pre- and post-trip vehicle inspections to ensure your vehicle is ready for the road and report any issues to the Warehouse Manager immediately
- Prepare and provide accurate receipts of donations
- Cultivate positive relations with program participants, agencies, EGFBS staff, donors, volunteers, and community members
- Make sound decisions regarding the acceptance and delivery of food and non-food item donations, ensuring the quality of food selected and the safety of agency and program recipients
- Ensure the timely unloading, inspection, and inventory of all product arriving at the Food Bank and sign necessary paperwork/documentation
- Organize and maintain the warehouse to ensure maximum cleanliness, efficiency of space, and a safe and hazard-free environment
- Maintain and document daily cleaning schedule including the inside and outside of the warehouse
- Pick and set up orders for delivery and pick up
- Observe safety practices and procedures while in and out of the warehouse and while operating Food Bank equipment including, but not limited to, delivery vehicles, forklifts, and pallet jacks
- Ensure the safety of all persons entering and departing the warehouse
- Load and check all orders departing the Food Bank to ensure accuracy prior to delivery
- Perform routine inspections of Food Bank equipment and report any maintenance issues to the Warehouse Manager immediately
- Inspect and ensure the cleanliness and sanitation of the vehicle's food storage areas
- Other duties as assigned by the Warehouse Manager or Executive Director

## **Job Specifications**

### *Education:*

- High School education or equivalent

### *Experience:*

- Prior driving and/or delivery experience required

### *Qualifications:*

- Must have valid CA driver's license, clean driving record, and proof of insurance
- Forklift Operator Safety Training (may be obtained following hire)

### *Knowledge, Skills, and Abilities:*

- Prior driving and/or delivery experience required
- Ability to safely drive a 24' truck
- Ability to work independently with minimal supervision and follow directions as needed, exercising initiative and sound judgment
- Ability to work as a team with various staff members and volunteers
- Ability to read and interpret documents, such as safety rules, and operating and maintenance instructions and procedures
- Reliable and dependable
- Knowledge of methods, techniques, and equipment used in warehouse operations and product distributions
- Ability to safely operate a forklift and a pallet jack
- Ability to interact with the public in a courteous manner
- Culturally sensitive and able to work with a multicultural client/customer population

### **Physical Requirements**

- Able to hear conversations in person and on the phone
- Able to see to read reports, documents, and manuals
- Able to bend, reach, stoop, push, pull, twist, and grip with or without assistance
- Ability to lift at least 50 pounds repetitively, stack and load (on and off a truck and pallets) multiple heavy cartons, boxes, and other containers on a daily basis, with or without accommodations
- Requires some outdoor work

### **Compensation and Hours**

This is a regular, non-exempt position. PTO benefits and 13 paid holidays per calendar year are included.

This position operates on a full-time schedule, Tuesdays through Fridays, from 8 am to 4 pm and Saturdays, from 8 am to 1 pm. Please note that occasional weekend and after-hours work may be required to meet project deadlines or to support special events. Flexibility to accommodate these requirements will be appreciated and is considered an integral part of this role.

Approvals:

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

The Duties and Responsibilities, Skills, and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.

I have read the above job description, understand the duties and responsibilities, can perform the duties and responsibilities with or without accommodation, and I support the mission of the Elk Grove Food Bank.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

To apply: This is a full-time position. Interested applicants should send their resume with a cover letter and salary requirements in an email with the subject line of "Program Driver / Warehouse Associate" to **[info@egfbs.org](mailto:info@egfbs.org)**.