

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

Driver/Warehouse Worker

In this role, the Driver/Warehouse Worker will perform an array of functions to assist with the implementation of program procedures and that requirements are aligned to build sustainable support in impacting the lives of hundreds of residents; playing a critical part in the work and dedication of Community Action Partnership of Orange County's initiatives. It's leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done - empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever. We have remained true to our mission **"We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community."**



WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under close supervision of the Warehouse Supervisor, the Driver/Warehouse Worker operates vehicles, loads, unloads, weighs, stores and distributes food products, records data on logs; and assists in the maintenance of the vehicles and warehouse. Works with partner agencies, volunteers, donors and clients. Performs other duties as required.

ROLES AND RESPONSIBILITIES

- Drives food bank trucks, including 24 foot truck to donor food/vendor pick-up sites following scheduled routes.
- Will operate a forklift and other power and manual equipment to move heavy objects.
- Will be required to lift 50 pounds on a daily and continuous basis. May also lift other food products weighing up to 100 pounds.
- Unloads and loads food products in warehouse and other sites.
- Store food products properly, by packaging, labeling, sorting, and shelving items in compliance with health codes and department procedures.
- Assists in the distribution of food to member agencies and individuals.
- Regularly participate in the direct distribution of food boxes to low income consumers participating in a Food Bank nutrition program.
- Makes initial contact with food donor at pick-up site. Completes food donor receipts.
- Weighs food at warehouse and records poundage on donor receipts.
- Completes food disbursement receipts for member agencies. Will assist in inventory and the maintaining of inventory records.
- Assists in the maintenance of the warehouse to include general housekeeping, disposal of inedible food items, cleaning coolers/freezers and sinks.
- Direct work of volunteers.
- Assist in the proper maintenance of the warehouse and equipment.
- Follow basic food safety practices.
- Consistently provide excellent customer service in a manner reflective of the spirit of the Agency's Mission Vision, and Promise.
- Other duties as assigned.
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- Follow basic safety practices.
- Consistently provide excellent customer service in a manner reflective of the spirit of the Agency's Mission Vision, and Promise.
- Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Operate standard and manual transmission trucks in a safe and efficient manner.
- Forklifts, lifting methods and other warehouse procedures. Must be able to obtain an OSHA certification certificate (Agency provides training).
- Basic computer skills is a plus, but not required.
- Demonstrate a clear, concise and effective command of the English language, both oral and written.

- Read and understand signs, labels, work schedules and simple instructions. Perform mathematical skills sufficient to create compose or compile information and data in order to accurately maintain logs and forms.
- Communicate orally to effectively deal with the public.
- Add, subtract, multiply and divide using whole numbers and decimals.
- Apply principles and practices of inventory procedures.
- Understand and comply with health and safety regulations of a food warehouse.
- Establish and maintain rapport with staff, clients and others from culturally diverse backgrounds.
- Work weekends, evenings and/or holidays if needed.
- Willingness to obtain a California Class B Driver's License (with air-brakes) within 120 days from the date of hire.
- Possess a valid California Driver's License with a driving record that meets minimum standards established by Community Action Partnership of Orange County insurance carrier.
- Forklifts, lifting methods and other warehouse procedures. Must be able to obtain an OSHA certification certificate (Agency provides training).
- Basic computer skills is a plus, but not required.
- Work weekends, evenings and/or holidays if needed.
- Lift fifty (50) pounds or more alone.
- Must be able to work outdoors in varying temperatures and weather conditions.
- Bending, stooping, reaching, pulling, pushing, standing, kneeling, sitting, twisting, turning, walking, and bending at the waist may be physical requirements of the job.

EDUCATION AND EXPERIENCE

Nonprofit experience and/or education which would have applied or developed the required knowledge and abilities.

TRAVEL

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is required throughout Orange County, and occasionally to other areas as needed, during the business day using the incumbent's personal vehicle. Possible travel during evening hours, possible out-of-the-area and overnight travel may be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk and hear, vision abilities include close vision, distance vision, color vision, ability to adjust focus, and prolong

computer work. The employee must regularly lift and/or move objects up to twenty (20) pounds. Employee may be called upon to work outdoors in varying temperatures and weather conditions.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

