

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

DRIVER/WAREHOUSE WORKER

In this role, the Driver/Warehouse Worker with a Class B license will perform an array of driving and warehouse functions to assist with the implementation of the Food Bank program procedures and ensure 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."



VALUES

In addition to our EPIC values our external values are as follows:

Leadership

We are guiding critical shifts in how people think and act to address the root causes of poverty

Collaboration

We bring together all capable partners to achieve transformative results

Trust

For over 50 years, the community has counted on us to empower those in need

Compassion

We treat each person we serve respectfully and with great care

Justice

We are passionate about advocating for those living in poverty and creating equity throughout the region

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under close supervision of the Warehouse Manager, the Driver/Warehouse Worker will have dual job duties which include driving 24-foot delivery trucks with airbrakes, or smaller trucks on occasion, to various sites and perform warehouse job duties of loading and unloading trucks, inventory control, reporting, and following all safety procedures.

Starting salary for this position is \$23.00 per hour.

This is an onsite work schedule, which includes a 5-day workweek plus overtime work at least 2 weekends per month or more as needed to meet business demands; a remote or hybrid schedule is not available.

A Class B license with airbrakes, in good standing, is required for this position.

ROLES AND RESPONSIBILITIES

- Drive a 24-foot or smaller truck for the CAP OC Food Bank to donor food/vendor pick-up sites and/or food distribution sites in Orange, Los Angeles and Riverside counties following scheduled routes.
- Provide initial contact with food donor at pick-up site and complete food donor receipts.
- Unload and/or load food products in the Food Bank and at other sites.
- Weigh and store food products properly, by packaging, labeling, sorting, and shelving items in compliance with health codes and department procedures while following basic food safety practices.
- Regularly participate in the direct distribution of food boxes to low-income participants at a member agency or at various distribution sites in Orange, Los Angeles, and Riverside counties.
- Perform inventory duties such as completing food disbursement receipts for member agencies, weighing food, and recording poundage.



- Operate a forklift and other power and manual equipment to move heavy objects and assist in the proper maintenance of equipment.
- Assist in the maintenance of vehicles and general housekeeping of the warehouse including disposal of inedible food items, cleaning coolers/freezers and sinks, sweeping and organization of market.
- Work with partner agencies, volunteers, donors and participants, and may direct the work of volunteers in the Food Bank.
- Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Operating standard and manual transmission trucks in a safe and efficient manner.
- Possessing a California Class B Driver's License with airbrakes, and the ability to maintain a good driving record.
- Forklifts, lifting methods and other warehouse procedures. Must be able to obtain an OSHA certification certificate (Agency provides training).
- Applying principles and practices of inventory procedures, complying with health and safety regulations of a food warehouse.
- Providing excellent customer service on a continual basis, and ability to communicate orally to effectively deal with the public.
- Demonstrating a clear, concise and effective command of the English language, both oral and written, and ability to read and understand signs, labels, work schedules and simple instructions.
- Performing mathematical skills sufficient to create, compose or compile information and data in order to accurately maintain logs, reports, forms and inventory.
- Basic computer skills and familiarity with use of Microsoft Office, electronic inventory systems, and report creation.

IDEAL CANDIDATE MUST BE

- Customer service oriented: Establish rapport with staff, partner agencies, volunteers, donors and participants from culturally diverse backgrounds.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems or conflict, and make decisions that enhance organizational effectiveness.
- Safety minded: Understand all CAP OC safety guidelines and food handling guidelines, follow guidelines on a daily basis, and help ensure staff, volunteers, and participants are following all safety guidelines.
- Work focused: Being detailed oriented while working accurately and efficiently on a consistent basis without assistance. Will require working weekends, any may include working evenings, and holidays when/if needed to meet participant and/or distribution demands. Workdays and hours of work are subject to change.
- Language skilled: Demonstrate a clear, concise and effective command in both oral and written form of the English language.



- Mathematical: Write, compose, and complete mathematical calculations (addition, subtraction, multiplication and division) correctly and in a timely manner.
- Computer and office literate: Competently use the Internet, Microsoft Office (Word, Excel, Outlook and Teams) and other applications via a desktop and/or laptop computer. Competently use a printer, copier, 10-key calculator, cell phone and/or other electronic devices. May use a variety of computer databases to ensure that inventory and reports are completed.

EDUCATION AND EXPERIENCE

High school or GED required. Must possess a California Class B Driver's License with airbrakes in good standing. Nonprofit experience desirable but not required.

TRAVEL

Possess a valid California Driver's License, Class B Drivers License highly desirable, 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.

Travel is required throughout Orange, Los Angeles, and Riverside counties and occasionally to other areas as needed, during the business day using a CAP OC truck or incumbent's personal vehicle. Possible travel during evening hours, 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, carry, 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 moderate to prolong computer work. The employee must regularly lift and/or move objects up to fifty (50) pounds. Employee will experience prolong periods of both sitting and/or standing and may be called upon to work outdoors in varying temperatures and weather conditions. Work is performed in a warehouse environment and/or outdoors with variations in temperatures based upon outdoor weather conditions.

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.

HOW TO APPLY

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

