



## Driver Class A Position Description

**Location:** Irvine, CA  
**Department:** Logistics  
**Reports To:** Logistics Manager  
**Classification:** A  
**Status:** Full-Time (40 hrs.), Monday-Friday \$23.63-26.25 (DOE) Hourly, Non-Exempt  
**Benefits:** We offer excellent Benefit Plans including incremental PTO Plan; 15 + Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship** in pursuit of our mission.

### **About Second Harvest Food Bank of Orange County**

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

### **POSITION PURPOSE:**

Our team of drivers are key ambassadors of Second Harvest Food Bank to our network of community partners and donors. As a driver, you will be responsible for safely and efficiently delivering and picking up food throughout Orange County for the community. This is a unique driver position that has consistent interactions with the public and external stakeholders and as such, the ideal candidate must be positive, friendly, and embody our core values daily.

### **ESSENTIAL DUTIES INCLUDE:**

- Fully understand how to operate and safely drive your assigned vehicle
- Regularly drive trucks with a Gross Vehicle Weight (GVW) over 26,000 lbs.
- Ensure trailer hitch is properly and securely attached to tractor unit
- Transport goods, food, etc. from place of origin to assigned destination
- Pick-up loads and organize goods in an ordered, logical manner
- Ensure contents are properly secured inside of truck to prevent breakage or damage
- Obtain signatures or warehouse scans to confirm and complete deliveries
- Confirm contents of delivery matches the manifest document
- Perform inspections of your vehicle prior to and following each trip



**OTHER DUTIES INCLUDE:**

- Assist in mapping delivery routes as needed
- Stay on predetermined route and ensure timely deliveries
- Make assessment of donated product based on food safety policies and follow appropriate procedures
- Communicate with dispatch as needed
- Check weather conditions and road reports before departure
- Always ensure your vehicle is kept clean
- Notify leadership of any major maintenance or delivery issues encountered
- Follow delivery schedule and take meal and rest breaks according to laws and policies
- Adhere to company rules and regulations
- Obey all applicable traffic laws and drive according to the weather/road conditions
- Comply with FMCSA and DOT regulations
- Always make safety a priority

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

- Regularly required to stand, walk, reach, use hands
- Regularly required to lift and carry up to 50 lbs.
- Regularly required to climb in and out of trucks and drive
- Regularly required to push or pull up to 2,000 lbs. using an electric pallet jack
- Regularly required to use lift gate to move pallets in and out of trailer
- Occasionally required to stoop, kneel, and crouch
- Must wear approved steel-toed work shoes (stipend provided)

**POSITION QUALIFICATIONS:**

- High school diploma or equivalent
- At least 6 months Class A driving experience
- Current DMV printout indicating Class A license status (not older than 30 days)
- Current Medical Examiners Certificate
- Able to understand and execute instructions
- Interpersonal communication skills
- Superb customer service skills, ensuring every client interaction is handled with professionalism, empathy, and efficiency.
- Able to problem solve and make decisions using common sense
- Able to understand use of resources as it relates to food bank mission and goals
- Negative result in Pre-Employment Drug Screening
- Ongoing participation in DMV pull notice report system
- Ongoing participation in random screening for controlled substances & alcohol



The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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Second Harvest Food Bank of Orange County, Inc is an Equal Opportunity Employer