



## **Driver Class C Position Description**

Location: Irvine, CA  
Reports To: Logistics Manager  
Classification: C  
Status: Full-Time, Non-Exempt, Hourly; \$23.00/hour  
Schedule: Monday - Friday (occasional evenings and Saturdays)  
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 and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship. Come join our upbeat, collaborative team who are improving lives every day.**

### **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 assigned vehicle
- Regularly drive trucks with a Gross Vehicle Weight (GVW) under 26,000 lbs.
- Transport goods, food, etc. from place of origin to assigned destination. This may include waiting at a partner site during their food distribution.
- 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 vehicle prior to and following each trip
- Ability to independently load and offload pallets with the use of an electric pallet jack

### **OTHER DUTIES INCLUDE:**

- Assist in mapping delivery routes as needed
- Stay on predetermined route and ensure timely deliveries
- Make assessment of whether to accept donated product based on following food safety policies and appropriate procedures
- Communicate with dispatch as needed

- Check weather conditions and road reports before departure
- Always ensure assigned vehicle is kept clean
- Notify leadership of any maintenance or delivery issues encountered
- Take meal and rest breaks according to laws and policies
- Adhere to all company policies and departmental procedures
- 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
- Current DMV printout (not older than 30 days)
- 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 random screening for controlled substances & alcohol

*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.*

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