



Driver (Class A) Position Description

Location: Irvine, CA
Reports To: Transportation Managing Director
Classification: Class A (Drivers may be assigned Class A, B, or C commercial vehicles as required)
Status: Full-Time, Hourly, Non-Exempt; \$23.90-\$25.31 (DOE)
Schedule: Monday-Friday, 40 hours/week, Initial hours: 7:00am-3:30pm; 8-hour workdays may adjust between 6am and 6pm depending on business needs. Occasional evening and Saturdays may be required.
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 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 for all members of our community when they need our help.

POSITION DESCRIPTION:

Our drivers serve as representatives of Second Harvest Food Bank in their daily interactions with community partners, donors, and members of the community. In this role, you will safely and efficiently transport, deliver, and pick up food and materials throughout Orange County. The ideal candidate brings professionalism, strong communication skills, and a commitment to our mission and core values.

ESSENTIAL JOB FUNCTIONS:

- Operate assigned commercial vehicles safely and in accordance with applicable laws, regulations, and organizational policies
- Be qualified and capable of operating all company-assigned commercial vehicles, including refrigerated box trucks up to 33,000 lbs. GVWR, tractor-trailer combinations up to 80,000 lbs. GVWR, dual rear wheel (dually) pickup trucks with gooseneck trailers, and other Class A, B, and C commercial vehicles as required
- Conduct pre-trip, en-route, and post-trip vehicle inspections and complete required inspection documentation
- Connect tractor to trailer and ensure proper and secure coupling prior to operation
- Inspect and confirm that liftgates and related equipment are properly connected and in safe working conditions prior to operation
- Transport food, donated products, supplies, and other goods between designated locations in a safe and timely manner
- Load, unload, and organize pallets, products, and materials in a safe, orderly, and efficient manner
- Load all pallets, products, and materials identified on manifests and route documentation onto the assigned vehicle and deliver to the correct destination according to established schedules and delivery instructions
- Secure all cargo, including pallets and loose items, using appropriate equipment and methods to prevent shifting damage, contamination, or loss during transport

- Obtain required signatures, warehouse scans, electronic confirmations, photographs, and other documentation to verify pickups and deliveries
- Use approved technology and software applications to navigate routes, obtain signatures, capture photographs, communicate route updates, and complete required operational documentation
- Complete required delivery and pickup records, temperature logs, inspection reports, and other operational documentation accurately and timely
- Actively monitor, document, and protect product temperatures throughout the transportation process. Promptly report temperature deviations, documentation issues, or other concerns that may result in product loss, regulatory exposure, or partner complaints
- Assess donated products in accordance with food safety policies and follow established procedures for acceptance, rejection, and escalation of concerns
- Clean and sanitize the interior of assigned vehicles, including cab, cargo areas, trailers, shelving, and related equipment, in accordance with organizational sanitation and food safety standards

OTHER DUTIES INCLUDE:

- Follow established routes, schedules, and dispatch instructions while ensuring timely service
- Communicate with dispatch, partner agencies, and leadership regarding route status, delays, operational issues, or other relevant information
- Notify leadership of any vehicle maintenance needs, accidents, safety concerns, or delivery issues promptly
- Follow delivery schedules and take meal and rest breaks in accordance with applicable laws and organizational policies
- Adhere to all organizational and department policies, procedures, and standards of conduct
- Obey all applicable traffic laws and operate vehicles according to road, weather, and traffic conditions
- Comply with all applicable Federal Motor Carrier Safety Administration (FMCSA), Department of Transportation (DOT), food safety, and regulatory requirements, including DOT safety standards, inspections, reporting requirements, and FMCSA Hours of Service (HOS) regulations
- Accurately maintain HOS records utilizing approved Electronic Logging Devices (ELDs)
- Maintain a strong commitment to safety and actively contribute to a culture of safety
- Perform other duties as assigned

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to stand, walk, reach, and use hands
- Required to independently load and unload pallets using an electric pallet jack
- Regularly required to lift and carry up to 50 lbs
- Regularly required to climb in and out of trucks and operate vehicles
- Regularly required to push or pull up to 2,000 lbs using an electric pallet jack
- Regularly required to use liftgate equipment to move pallets in and out of trailer
- Occasionally required to stoop, kneel, and crouch
- Required to wear footwear meeting organizational safety requirements (stipend provided)

REQUIREMENTS:

- At least 6 months Class A driving experience
- Current DMV printout indicating Class A license status (not older than 30 days)
- Current Medical Examiner's Certificate
- Ability to understand and execute written and verbal instructions
- Strong customer service skills, ensuring all client and partner interactions are handled with professionalism, empathy, and efficiency
- Ability to problem-solve and make sound decisions using common sense and established procedures
- Negative result on Pre-Employment Drug Screening
- Ongoing participation in DMV pull notice monitoring system
- Ongoing participation in random controlled substances & alcohol screening program
- Ability to work effectively with diverse populations in a respectful, patient, and service-oriented manner

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.

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