



JOB DESCRIPTION

Position:	Commodity Supplemental Food Program (CSFP) Distribution Driver
Department:	Operations
Status:	Non-Exempt Hourly
Reports to:	CSFP Supervisor
Pay Range:	\$18.81 - \$21.00 per hour

About Food Share of Ventura County:

Food Share is Ventura County's largest hunger relief organization, feeding 260,000 people with a staff of 35 employees, 3,000 volunteers, and a budget of \$9 million to distribute 20 million pounds of food annually. The non-profit organization was founded 43 years ago and is a member of Feeding America and the California Association of Food Banks.

Food Share Culture:

Every day, a group of talented, passionate, committed, hard-working professionals come together to work on a common goal – to lead the fight against hunger in Ventura County. Specifically, our role is to improve the lives of those in need by providing fresh, nutritious food at no cost. Food Share's family of hunger-relief staff and volunteers work together with compassion, commitment, and a shared belief that no one should go hungry in Ventura County. Food Share Ventura County was named one of the top places to work on the Central Coast by the Pacific Coast Business Times for the third year in a row and has received the Non-Profit Readers' Choice Award by the Ventura County Star in 2023.

Job Summary:

The CSFP Distribution Driver assists in the coordination and disbursement of food boxes, cheese, and other commodities. CSFP Drivers work closely with operations and intake staff to track inventory, prepare Food Share trucks for delivery (loading, verifying inventory, and inventory reconciliation), assist in weekly/monthly inventory reconciliations, and assist Operations with all facets of the CSFP food delivery processes. They work as part of a team that operates at remote sites throughout Ventura County.

Essential Functions:

The CSFP Distribution Driver assists in the disbursement of food boxes, which includes but is not limited to:

- Distribution of food boxes (up to 50 pounds) to low-income seniors at Food Share agencies and community-based organizations within Ventura County.
- Load, drive, and unload a 28-foot bobtail truck with palletized CSFP food boxes, produce, cheese, and other food commodities as required.

- Communication skills are essential to direct volunteers in disbursement of CFSP food boxes, produce, cheese, and other food commodities as required.
- Working knowledge of CSFP program requirements and ability to answer questions from both current and potential clients.
- Drivers are required to be organized and have excellent time management skills.
- Always maintain a safe working environment, including remote distribution site safety, traffic controls, cleanliness, an organized truck, and properly working equipment.
- Always maintain food safety, including, but not limited to temperature control as listed in Food Share's standard operating procedures.
- Assist with caseload expansion, including, but not limited to phone calls, direct mail, and door hangers.
- Assist with other duties as assigned by management.

INVENTORY CONTROL

- Track inventory in writing (utilizing the department-preferred system) of CSFP food boxes, produce, cheese, and other food commodities as required including, but not limited to on-board truck inventory of food boxes, produce, and cheese, before and after each food box distribution. Noting and communicating to the Intake team all damaged product(s), including but not limited to CSFP food boxes. Dispose of damaged product(s) at the end of each day. See the driver checklist for the procedure.
- Verify and sign pick lists for each distribution after each distribution and before the beginning of the next distribution.
- Record end-of-day on-board truck CSFP box inventory. See the driver checklist for all end-of-day responsibilities.
- Inventory count of CFSP food boxes on an as-needed basis per direction of Customer Service and Intake Lead.
- Work closely with the Customer Service and Intake team on inventory control and distribution calendar.

Job Qualifications:

- Experience driving a 28 ft. bobtail truck and operating a lift gate and electric pallet jack.
- Forklift certification preferred.
- Excellent customer service skills.
- Self-starter with strong oral communication skills.
- Basic Computer Skills and knowledge required; Oasis knowledge preferred.
- Experience in inventory control.
- Available Monday – Friday. Some Saturdays and other overtime may be required
- Able to lift 50 pounds.
- Reliable transportation with clean DMV record.
- Bilingual English/Spanish desirable.
- High School diploma and two years of customer service experience.
- Commitment to Food Share's mission, vision, and values.

Departmental Requirements:

- All staff members are required to be organized and efficient with excellent time management skills.
- All staff members must be able to work with and manage volunteers to maximize efficiency.
- All staff members must have exemplary customer service skills and the ability to communicate with all food bank stakeholders.

- All staff members need to ensure they follow Food Safety Standards throughout the organization.

Physical Requirements:

- Lifting (up to 50 lbs.).
- Able to sit or stand for extended periods of time.

Food Share of Ventura County embraces a philosophy that recognizes and values diversity. We aim to attract, develop, retain, and promote a talented, diverse workforce in a culture where all employees will contribute to their fullest potential.

* * The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job. It shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change, and additional responsibilities may be assigned depending on operational needs.

Employee Acknowledgement of Receipt

Employee Name

Date

Employee Signature