



<b>JOB TITLE:</b>	<b>Food Pantry Driver/Stocker</b>
<b>SALARY RANGE:</b>	<b>Starting Salary \$17.00 per hour (Non-Exempt)</b>
<b>SCHEDULE:</b>	<b>Part-Time</b>
<b>REPORTS TO:</b>	<b>Associate Director</b>

## POSITION INFORMATION

The Food Pantry Driver is responsible for the pickup and delivery of food through direct interactions with the public and partner organizations. This is a part-time position that works Monday – Friday mornings. This position is part of a team that offers food service to community members experiencing food insecurity.

## PRIMARY RESPONSIBILITIES

Regular Duties:

- Pick up food at grocery stores and/or partners
- Establish and maintain good working relationships with store/market managers and vendors
- Work with Food Pantry Lead to maximize efficiency and coordinate the collection of food
- Unload food, weigh food, and position food in the warehouse to assist the warehouse staff
- Ensure participants are treated with respect.
- Follow policies and procedures for food pick up and distribution
- Help participants load the food into their cars or other transportation
- Collect and distribute food at other sites
- Pick up and unload donated food as required
- Maintenance persona vehicle in good functioning order and maintain driver's license and car insurance
- Collect and report required information for mileage reimbursement and or other related reports
- Follow all applicable driving regulations as required by the State of California
- Other Responsibilities as assigned

## QUALIFICATIONS & REQUIREMENTS

- High School Diploma or equivalent
- Ability to lift objects up to 50 pounds continually and load them into or off the vehicle.
- This position requires walking, standing, sitting, and the ability to work a flexible schedule including evenings and weekends
- Food Safety Certification (ServSafe; training can be completed upon hire)
- Customer Service experience
- Valid Driver's License, car insurance, and clean driving record required
- Ability to work as a part of a team as well as individually
- Clean driving record with no moving violations in the past two years and no major violations in the past ten years.
- Fluent in English and Spanish and Teamwork Orientated
- Proficient in Microsoft Word, Excel, and PowerPoint

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change with or without notice.

## AAP/EEO Statement

Delhi Center is an Equal Opportunity Employer. Delhi Center does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

This position is open until filled with an expected start date as soon as possible. Please submit a cover letter and resume to Patrisia Gonzalez at [patrisia@delhicenter.org](mailto:patrisia@delhicenter.org). For more information, please call 714-481-9625.