



**CATHOLIC CHARITIES OF ORANGE COUNTY, INC
JOB DESCRIPTION**

Job Title: Food Distribution Work Driver

Location: 2020 West Chestnut Ave, Santa Ana, CA 92703

Position Summary: The Food Distribution Work Driver is 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 and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to train other team members on company policies, practices, and procedures.
- 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 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
- Prepares items for food distribution.
- Cleans and maintains storage area and keeps it always stocked.
- Maintains effective relationships with co-workers, food suppliers, agencies and donors.
- Interpretations for clients as needed.
- Performs other duties as assigned.
- Ability to provide quality customer service.

Additional Duties and Responsibilities:

- 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.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Cooperation - Displays positive outlook and pleasant manner. Establishes and maintains effective relations. Exhibits tact and consideration. Offers assistance and support to co-workers. Works actively to resolve conflicts. Works cooperatively in group situations.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Job Knowledge - Competent in required job skills and knowledge. Displays understanding of how job relates to others. Exhibits ability to learn and apply new skills. Keeps abreast of current developments.

Requires minimal supervision. Uses resources effectively.

Quality - Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

Quantity - Achieves established goals. Completes work in timely manner. Meets productivity standards. Strives to increase productivity. Works quickly.

Safety & Security - Determines appropriate action beyond guidelines. Observes safety and security procedures. Reports potentially unsafe conditions. Uses equipment and materials properly.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION QUALIFICATIONS:

- High school diploma or equivalent
- Bilingual English and Spanish
- 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 distribution 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

Other Skills and Abilities: In order to achieve our mission, those that work for our organization must have the willingness to learn and understand the teachings of the Roman Catholic Church so that the delivery of our services is consistent with those teachings.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to work both inside and outside when performing job duties.

- While the noise level in the work environment is usually moderate, it will fluctuate depending on outside assignments
- Regular driving throughout Orange County
- The employee is occasionally required to stand
- While performing the duties of this Job the employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms
- 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)

- Work Schedule: 7:00am -3:30 pm Monday - Thursday and 7:00am -12:00pm Friday

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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.

If you are interested in this internship opportunity, please submit your resume to Michael Tijerino at mtijerino@ccoc.org.

We look forward to hearing from you!