



COMMUNITY ACTION OF NAPA VALLEY

encouraging self-sufficiency

Job Announcement

JOB TITLE: Driver
HOURS: on-call
SALARY: \$12.00 per hour

SUMMARY: The Driver is responsible for collecting and delivering food for the Food Bank operated by Community Action of Napa Valley.

REQUIREMENTS AND QUALIFICATIONS:

- Experience in the pickup and delivery of food.
- Experience driving a 2 ½ ton truck, basically a typical big truck
- Knowledge of food safety and sanitation practices.
- Knowledge of simple record keeping procedures.
- Ability to work as a team member.
- Ability to work with minimum supervision.
- Ability to establish and maintain cooperative workplace relationships.
- Ability to interact courteously and tactfully with the public.
- Communicate effectively, both orally and in writing.
- Must be able to lift 50 pounds frequently and 100 pounds occasionally.
- Maintain accurate records.
- Ability to read a road map.
- Ability to maintain donor and client confidentiality.
- Must be at least 18 years old and have at least 2 years driving experience
- Must possess a valid California Driver License.
- Must maintain a good driving record
- Must maintain vehicle liability insurance.

ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, emergency shelter, rental assistance, child care, meals for seniors, tobacco education and volunteer opportunities.

HOW TO APPLY:

Visit our website at www.canv.org to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2521 Old Sonoma Road, Napa, CA 94558 or E-mail to: canv@can-v.org or Fax to: (707) 253-6156

OPEN UNTIL FILLED

CANV IS AN EQUAL OPPORTUNITY EMPLOYER

2521 Old Sonoma Road ♦ Napa, California 94558 ♦ Ph: 707.253.6100 ♦ Fax: 707.253.6156 ♦ www.canv.org

Driver Job Description

The Driver is responsible for collecting and delivering food for the Food Bank operated by Community Action of Napa Valley.

JOB TITLE: Driver

DEPARTMENT: Food Bank

JOB SITE: 1766 Industrial Way, Napa CA 94558

REPORTS TO: Warehouse Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collect food from grocery stores, manufacturers, bakeries, restaurants, businesses, schools, and other food banks.
2. Deliver food to Brown Bag sites and Pantry sites in a timely, accurate, and courteous manner.
3. Inspect, weigh, and log food to assure that safety, sanitation and inventory goals are met.
4. Assist other warehouse staff as time permits and when necessary.
5. Comply with established CANV policies and procedures.
6. Perform other related duties as required.

PHYSICAL DEMANDS: While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, tools, or controls; talk and hear; and must be able to lift 50 pounds frequently and 100 pounds occasionally. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise level is average.

Warehouse is located on first floor.

Freezers and coolers with a temperature range of -10 degrees to 38 degrees Fahrenheit.

IF DRIVING DURING WORKING HOURS:

- Must be at least 18 years old and have at least 2 years driving experience
- Must possess a valid California Driver License.
- Must maintain vehicle liability insurance.
- Must maintain a good driving record.