



POSITION DESCRIPTION

Position Title: **Driver**
Candidate: TBD
Department: Food Services
Supervisor: Food Services Manager
FLSA: Full-Time/Hourly/Non-Exempt
Salary Range: \$25.00 per hour
Effective Date: ASAP

OUR IMPACT

For over 50 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

Under the supervision of the Food Services Manager, the Agency's Driver is responsible for Samaritan House transportation needs, picks ups and drop offs of food, in kind donations and any other items requiring use of Agency vehicles. This position is physical in nature and requires picking up items, loading and unloading of donated inventory, food and supplies including but not limited to transporting food and supplies, picking up donations from Wee Care Program, accepting and delivering donations of food and supplies, storage, stocking and inventory. This position will provide collaborate with the lead Transportation Coordinator to transport food, supplies or other items for agency events and programs held throughout the year. During the holiday program this position will collaborate with the Transportation Coordinator, the Executive Assistant and Volunteer Department team members to coordinate, schedule and perform pickups of Holiday donations and barrels, etc. Safety is paramount and using mobile devices while driving is prohibited unless hands free tools are available. Candidate must possess an excellent driving record and insurance with no incidents of DUI. Position requires excellent customer services delivery when interacting with our donors, internal and external partners. Bilingual proficiency in English and Spanish is very helpful. This position is grant funded for one year. While we expect renewal it is not guaranteed.

JOB QUALIFICATIONS

Please note our preferred and in some cases required qualifications for this position:

EDUCATION:

- High School Diploma or GED
- Valid current California driver license
- Clean Department of Motor Vehicles Driving record

EXPERIENCE:

- Driving Box Trucks – sizes 10', 16' and 18' trucks.
- Driving Safety Protocols
- Loading and Unloading Safety Protocols

- Experience using truck loading and unloading devices including but not limited to hand dollies, hydraulic pallet dollies, hydraulic lifts, hydraulic truck tailgate lifts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bilingual and Bicultural English and Spanish is desired but not required.
- Excellent Customer Service skills
- Excellent physical ability to load and unload trucks with or without use of devices- Ability to lift up to 75 pounds regularly.
- Excellent written and verbal communication skills.
- Excellent interpersonal and relationship building skills. Must be able to work independently and collaboratively within teams. Excellent customer service skills.
- Excellent Computer Proficiency: Experience with Microsoft Office Suite. Ability to quickly learn computer programs and applications. Knowledgeable with use of telecommunication applications as assigned- zoom, skype, FB Messenger etc.
- High level of ethics, integrity, compassion and transparency in all interactions and conducting of business.
- Demonstrated ability to exercise appropriate and sound judgment with tact and diplomacy both under normal and stressful situations.
- Excellent analytical skills, strong organizational, and time management skills, strong and effective multitasking skills. Accuracy and attention to detail is important as well as flexibility to meet the evolving needs of the department in a fast-paced work environment.
- Excellent ability to deliver solutions-based approach to problem solving in a timely manner. Creative thinker with high energy, initiative and enthusiasm.
- Positive and resilient attitude with ability to maintain grace under pressure. Contribute to a collegial and friendly working environment. Ability to function as a team player who promotes the concepts of collaborate work in all areas with a sense of humor and a cooperative spirit.
- Strong ability to maintain confidentiality and maintain appropriate professional boundaries with all constituents.
- Ability to meet deadlines and complete all work in a timely manner.
- Ability to follow Agency Policies and organize required activities according to Samaritan House policies, procedures and best practices which include any related driving and safety regulations, federal, state, or local agency requirement.
- Ability to work flexible schedules, including evenings, holidays and/or weekends as needed.
- Ability to independently travel to agency locations as needed- must have dependable transportation with insurance, and a clean driving record

PHYSICAL REQUIREMENTS AND BACKGROUND CHECK

Candidate must have the physical, visual, and auditory ability to perform the essential functions of the job and to respond to emergencies with or without reasonable accommodations. Reference checks and background checks will be performed prior to and at commencement of employment. Candidate must be able to work in a clinic environment with occasional-to-regular interruptions. Activities may include but are not limited to: repetitive hand/arm motion (computer work), extended periods of standing and/or sitting at a computer workstation, regular travel, occasional bending, pulling, pushing, reaching, lifting, and carrying up to 20 pounds. This position will require the usage of a mobile device or other assigned equipment, which will be provided. Position is on site with occasional travel to partner agencies as assigned. Traditional business schedule while program is developed. When program is launched schedule will require flexibility to meet with clients which includes some evenings as needed.

ESSENTIAL FUNCTIONS OF THE JOB

1. Operate agency vehicles (box trucks and vans). Drive, transport and deliver agency inventory and equipment including but not limited to food, donations or other assigned items as scheduled to and from various locations in the San Francisco Bay Area and Samaritan House facilities.
2. Operate Vehicles and Drive in compliance with all CA driving laws
3. Coordinate, collect, load and unload program donations as scheduled
4. Assist Transportation Coordinator with Holiday Programs- Work with Executive Assistant and Volunteer dept for coordination of holiday program pickups or other special events.
5. Assist Transportation Coordinator with intra agency deliveries and pick ups
6. Maintain efficient and well time managed schedule for delivery and pickups.

7. Ensure maximum efficiency of time.
8. Ensure efficient communications- Check emails, phones etc. Ensure appropriate communications with Agency and destinations to ensure timely operations
9. Physically load and unload all inventory/donations/food to and from the vehicles for delivery
10. Ensure appropriate and timely storage of perishables, food supplies, donations or other inventory. Place/Store in appropriate locations including but not limited to pantry area, freezer or refrigerator.
11. Storage of Holiday program or Agency Drives inventory in appropriate location
12. Ensure all vehicles are safe and operational prior to operating.
13. Ensure vehicles are mechanically maintained and fully functioning. Immediately report mechanical issues to Facilities Manager. Proactive notification is needed with mechanical issues.
14. Perform minor repairs as directed by Facilities Manager, Transportation Coordinator or COO.
15. Clean vehicles regularly to ensure they are professional in appearance to the public
16. Ensure all vehicles are locked and secured.
17. Ensure the gate is locked and secure at the end of the last work shift.
18. If working with a volunteer driver assistant ensure volunteer is following appropriate safety and hygienic practices at all times.
19. Support Facilities and Food Services Operations as directed.
20. Ensure excellent client service at all levels. Demonstrate a caring and helpful attitude when interacting with clients, vendors, volunteers and fellow employees.
21. Position will operate within all applicable federal, state and local laws and ordinances, and any and all other policies adopted by Samaritan House.
22. Support, assist and attend general Agency events, activities and functions.
23. Report all incidents, vehicular accidents or on the job injuries immediately or within 24 hours whichever is sooner. Complete necessary incident report forms.
24. All work/business to be performed with appropriate professional boundaries, excellent ethics/integrity and in good faith.
25. Flexible work schedule, early mornings, days, evenings, weekends and holidays may be needed.
26. Attend any assigned trainings or meetings. Represent Samaritan House professionally and successfully to any external contacts/constituents.
27. Perform other duties as directed.

HOW TO APPLY

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE HR Specialist/Recruiter
 4031 Pacific Blvd. San Mateo, CA 94403
 E-mail: jobs@samaritanhousesanmateo.org Via facsimile: (650) 294-4336

No phone calls, please! Samaritan House is an equal opportunity employer. Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

ACKNOWLEDGMENT

Please sign below in acknowledgment that you have received and understand the job description of Driver.

 Employee Signature Date

 Supervisor Signature Date

 Vice President of Human Resources Date