



Coastside Hope
Neighbors Helping Neighbors

99 Avenue Alhambra
PO Box 1089
El Granada, CA 94018
Tel: 650.726.9071
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Food Program Driver
Reports to Programs Director
(Full-Time, Non-exempt)
Salary \$52,000 per year,\$25/hr.

POSITION SUMMARY: The Food Program Driver position requires someone with impeccable attention to detail, outstanding organizational skills, and the ability to manage multiple projects and tasks simultaneously. Under the supervision of the Programs Director, the Food Program Driver will increase and sustain Coastside Hope's (CH) capacity to pick up grocery items from CH's warehouse, Second Harvest of Silicon Valley warehouses and produce hubs, grocery stores, food vendors, restaurants, and local partner organizations in San Mateo County. The Food Program Driver will pick up and drop off food and other items while maintaining safe food handling practices and adhering to assigned routes and schedules. This position requires driving a CH-provided vehicle to make food deliveries (a valid driver's license and a clean driving record are required). The Food Program Driver also serves as a backup for the pantry program operations to ensure daily activities run smoothly. This role is instrumental in the success and expansion of all of CH's food distributions.

CH is a second responder in the event of a community emergency or disaster. During an emergency or disaster, and only after personal responsibilities are under control, all staff are asked to report for work to be available to help in ways that may be different from their normal work responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive vehicle to pick up daily food from the warehouse and food rescue sites, transporting it to the CH's food pantry.
- Load, transport, and unload food from vehicles in a safe and timely manner.
- Assist with unloading and shelving food as needed.
- Work with the Programs Director and pantry assistants to organize a pick-up plan, including driving to multiple locations every day.
- Create and coordinate a food pick-up schedule with the pantry assistants as needed.
- Support occasional food distribution in the pantry.
- Implement best practices around food safety and transport.
- Monitor daily temperatures of refrigerators in the pantry and warehouse.
- Communicate with food rescue stores and vendors to confirm the pick-up of food and supplies.
- Lift boxes and operate a pallet jack and box truck lift gate to move pallets of food on and off vehicle.
- Be available to pick up food during the week and on weekends as needed.
- Safely operate a motor vehicle, following traffic laws and CH's policies.
- Adhere to safe food handling practices at all times.
- Place weekly orders from Second Harvest Food Bank.



- Coordinate food deliveries to eligible clients with case managers.
- Track inventory to ensure the warehouse, back-stock storage container, and food pantry are always fully stocked and organized.
- Order and organize critical family needs supplies in the pantry and back-stock storage container.
- Deliver collection containers to and from Coastside Hope facilities, especially during Thanksgiving and Christmas.
- Transport food from multiple collection sites to the pantry, warehouse, or back-stock storage container.
- Support the setup and coordination of the monthly off-site food distributions, such as Brown Bag and Family Harvest.
- Ensure the pantry, containers, and warehouse are kept clean.
- Appropriately dispose of (including recycling and/or composting) boxes, packing materials, and inedible food.
- Maintain and coordinate repairs of all equipment, such as refrigerators, pallet jacks, box truck lift gate, and utility carts.
- Work weekends as needed to coordinate and oversee local food drives.
- Map out driving routes ahead of time to determine the most expedient trip and adjust the route to avoid heavy traffic or road constructions as needed.
- Abide by all transportation laws and maintain a safe driving record.
- Maintain safe and clean vehicles.
- Ensure vehicles have adequate fuel levels daily and fill up fuel tanks on Fridays.
- Assist with the preparation of reports and other documents relating to pick-ups and deliveries, including grocery rescue record keeping.
- Coordinate the use of the warehouse for special programs, such as backpack giveaways, Turkey giveaways, and Adopt A Family.
- Maintain strict confidentiality of individuals and families using CH services.
- Complete additional tasks as requested or assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Assist in compiling data for monthly, quarterly, and annual reports
- Perform end of fiscal year inventory to prepare for the annual audit.
- Complete additional tasks as requested or assigned

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent or higher.
- Prior experience working with safety net services highly desirable.
- Certification in Food safety handling highly desirable and it's a plus

REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:

- Valid California driving license



- A clean driving record and criminal background check
- Familiarity with GPS devices, apps, or maps
- Proven experience as a driver, preferably with large vehicles
- Ability to safely operate a cargo van and box truck
- Knowledge of area roads and neighborhoods
- A polite and professional disposition
- Ability to remain calm in stressful driving situations (e.g. at rush hour)
- Ability to prioritize
- Ability to effectively work with individuals and families in crisis, who often have complex and multiple issues to address.
- Ability to work on weekends, nights and holidays
- Understands the need for and has the ability to maintain appropriate professional boundaries and confidentiality
- Ability to work independently as well as in partnership with other staff and/or other local businesses and community partners.
- Sensitivity to issues of ethnicity, race, class, gender, and sexual preference
- Flexibility, sense of humor, tact and diplomacy desirable.
- Practice Coastside Hope values daily.

ORGANIZATIONAL RELATIONSHIPS:

- Core agencies
- Second Harvest Food Bank
- San Mateo County Human Services Agency
- Other safety net or social service agencies

PHYSICAL DEMANDS:

Physical strength and ability to lift and carry boxes and food bags weighing up to 75 lbs., maneuver, and load barrels of food stocks weighing up to 200 lbs.

This position requires 3+hours per day driving; standing and walking for up to 4+ hours per day; 4+ hours per day reaching with arms and hands; and, heavy lifting and carrying up to 75 pounds, including but not limited to packages, boxes, or bags.

WORK ENVIRONMENT:

Requires regular travel within the coastline and county for food pick up, deliveries, and occasional trainings with some work in an office setting.

BENEFITS

- Simple IRA Plan
- Health insurance
- Paid Time Off



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Please email your resume and statement explaining why you are interested in the job to admin@coastsidehope.org

Coastside Hope is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law.