



Job Opening at Solid Ground

Job Title: Food System Support Driver (\$2,000 Hiring Bonus)

Supervisor: Food System Support Program Manager

Department: Hunger and Food Resources

Union Affiliation: OPEIU
(Associated dues will apply)

Status: Non-Exempt

FTE: 1.00

Salary Grade: 25

Solid Ground envisions a community beyond poverty and oppression where all people have equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration and social justice approach to supporting people to build well-being so that they can fully contribute to society, now and into the future. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency, and to encourage staff to fully engage in those activities.

Job Summary

The Food System Support Driver is responsible for picking up food and non-food items from food distribution warehouses such as Northwest Harvest and Food Lifeline and making deliveries to various Seattle food banks in accordance with program policies and procedures and a predetermined delivery schedule. Deliveries may need to be made during inclement weather. The driver is responsible for communicating schedule changes and delays to program and foodbank staff. The Food System Support Driver is part of the Food System Support Team and required to participate in all agency training, and staff meetings as schedule allows. If

schedule does not allow for attendance the employee is responsible for obtaining any information missed through watching recordings and/or checking in with supervisor.

Essential Responsibilities, Duties and Tasks:

Food Delivery: Deliver food and non-food items to Seattle food banks **five** days a week, including loading and unloading the truck. Count, verify, and ensure all items on pallets match pick list and work with distributor to ensure accuracy of order, noting any discrepancies and communicating those to the food bank receiving the order. sign off on all “pick orders” for food deliveries at warehouses. Document any instances when pallets are stacked incorrectly and spilled and communicate this with Program Manager. Issue order forms to food banks for verification and signature. Pick up pallets, bread trays, milk cartons, wooden bins, etc. from food banks and return them to proper warehouse as required; Provides input to Food System Support staff in developing and revising regular and holiday schedules for food pick-ups and deliveries. Follow set delivery schedule and communicate immediately with supervisor if deviation from schedule becomes necessary. Make decisions regarding additional delivery or pick up needs as needed.

Maintenance: Perform daily a daily vehicle and equipment inspection prior to use and conduct a Post-Trip Inspection at the end of each shift. Identify Pre & post trip entire truck discrepancies such as low tire pressure, leaks on ground under truck and perform Air Brake test before departing the SGT yard. Ensure the electric pallet jack is functional and fully charged. Lowe/raise rail gate for route. Check gauges on dashboard for accuracy such as Air brake pressure, low oil pressure or coolant levels are in operational range. Visually check for low tire pressure on all tires. Check lights such as turn signals, brake, parking and hazard lighting for blown bulbs. Check for worn wiper blades. Daily task before departing on route and checked throughout the day during the route for abnormal readings. Communicate any issues with vehicle or equipment to program manager, keep vehicle clean, drop off and pick up for any maintenance needed. Keep Food System Support staff informed of problems and concerns related to scheduling, mechanical problems, and any program needs including new or replacement equipment such as pallet jacks, hand trucks, etc.

Collaboration: Develop and maintain positive working relationships with food bank and warehouse staff and volunteers, and work with staff to maximize efficiency and ensure the highest safety standards. Contact and troubleshoot with food programs if and when mechanical or other problems occur which delay deliveries. Develop or recommend new or revised approaches, methods, or practices in order to complete assigned responsibilities, which may be implemented after being approved by your supervisor.

Administrative Work: Complete reports and activity logs as required.

Teamwork: Participate in program, department and agency Anti-Racism Initiative and various meetings and trainings as required. Responsible for staying informed of agency initiatives.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

Requires one of the following:

- a) A high school diploma AND two years of experience; **OR**
- b) Any combination of education, experience and measurable performance that demonstrates the capability to perform the duties of this position

Also Requires:

- Testing and driving on the course for training to get ready for the Class B test is only acquired by experience driving and learning the logistics of how the truck handles and what to do in various circumstances (e.g. inclement weather, snow, rain or strong winds); and
- Understanding how to load truck with heavy pallets in front of truck to distribute weight evenly for balanced ride. If not loaded properly and weight is unevenly distributed, truck could roll over in high winds or sharp turns.

Minimum Qualifications:

- Must be at least 21 years of age.
- **Class B license and the driver training courses needed to pass the CDL B testing**
- Must have at least 2 years experience driving a diesel truck with **32,000** pound cargo capacity; including ability to determine safety considerations based on cargo weight as it changes throughout the delivery day.
- Strong map-reading skills and knowledge of Seattle area traffic routes and patterns.
- Valid Washington State driver's license and a clean driving record for the past five years: no serious moving violations, no at-fault accidents, no DWI's.
- Ability to pass pre-employment substance abuse test and abide with company Substance Abuse Policy, including random drug testing.
- Ability to physically perform position duties (see physical demands).
- Ability to operate a manual and/or electric pallet jack.
- Ability to inspect vehicle and equipment and determine if meets daily safety requirements.

- Requires flexibility in determining best route given weather and traffic conditions.
- Ability to work individually in a self-directed manner and be part of a team.
- Excellent organizational abilities, initiative, and attention to detail; effective time management skills, ability to multi-task.
- Effective communication skills, both oral and written.
- Excellent customer service skills, including demonstrated ability to maintain effective relationships with staff, clients, co-workers and general public.
- Ability to make decisions and maintain patience under stressful conditions.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Willingness to drive truck with air brakes and operating lift gate
- Patience with frequent stopping and starting in traffic
- Experience with MS office

Desired Qualification:

- CDL- commercial driver's license

Physical Demands/Working Conditions: This position works 10% in the office, and 90% of the time in the field. In the field, employees spend 60% of the time driving a truck and 40% of the time loading and unloading the truck. Position requires employee to lift/carry up to 25-50 pounds seldom, and push/pull 50-75 pounds frequently. May have to push or pull a pallet that weighs up to 2,000 pounds using a manual pallet jack. Work involves road and vehicle noise, frequent stopping and starting in traffic, frequent vibration from truck movement and moderate exposure to atmospheric conditions (fumes, odors, dusts, gases, poor ventilation, etc.). Position requires sitting and driving frequently. Position requires frequent movement similar to climbing, similar to Ascending or descending ladders, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized Requires physical balancing such as maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. Frequent standing is required for sustained periods of time as well as repetitive motions such as Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Walking and stairs required.

Hours & Compensation: This is a full-time (40 hours per week) **union** position paying **\$24.09** per hour plus **\$2,000 bonus** paid 50% at three months and 50% at six months of continuous employment. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants must complete a standard Solid Ground application form, which may be obtained at 1501 N 45th Seattle, or by calling our job line number at (206) 694-6840. Please return completed applications to Solid Ground, 1501 N. 45th Street, Seattle, WA 98103, Attn: Human Resources Department, OR send it by email to jobs@solid-ground.org OR fax to 206.694.6812. **Please attach a cover letter and resume.**

Closing Date: Open Until Filled

Until further notice, Solid Ground requires all employees to be fully vaccinated against COVID-19.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status