

## **Clackamas Service Center Driver Job Description**

Title: Donation Driver

Reports to: Director of Food Operations/Executive Director

Classification: Hourly, 35-40 hours per week

Salary: \$20/hr

Working hours: Usually between 7:00am and 4:00pm, with some variation by day of week, Monday-Friday, with occasional evenings or weekends

Benefits: United Health insurance covered at 90% of premium beginning 60 days after employment

Physical location for this role: CSC's Food Hub, 8937 SE Jannsen Rd, Clackamas, OR 97015

About CSC:

Clackamas Service Center (CSC) is a non-profit organization, operating the largest food pantry/distribution center in Clackamas County. Our mission: We are an inclusive "one-stop" community center for individuals and families seeking food relief and resources for improved health, dignity, and stability.

Job Description:

This is a position in a small, rapidly growing nonprofit. We are looking for someone who can drive our 16' box truck (no CDL required) to pick up donations, drop off to various partners, and cultivate community partnerships. Our driver is most often the only staff member our in-kind donors encounter, so we are looking for a friendly, responsible person who can continue to grow the in-kind donor relationships that are so vital to our organization. The ideal candidate will collaborate with other staff to improve our processes in a fast-paced, person-oriented environment.

Responsibilities:

- Pick up donations from community donors such as grocery stores and partner non-profits
  - Involves navigating multiple locations and equipment
  - Drop offs to various partners
  - School site grocery distribution drop off and support as needed (some frontline food distribution to our community members)
  - Must have patience as donors are not always ready with donations
  - Must be flexible as donations can come in and need to be picked up quickly
  - Must have the ability to manage a schedule

- Maintain excellent customer service with our donors
- Tracking incoming weight of food from donors
- Assist in sorting donations brought into the warehouse
- Maintain truck and equipment
  - Includes keeping the truck cab, box and equipment clean and in working order
  - Fueling
- Assisting in the warehouse when needed
  - Will include flexing into volunteer positions as needed
- Identify and improve processes, increase efficiency
- Coordinate with Director of Food Operations on some weekly/monthly tasks
- Maintain positive relationships with partners, donors and volunteers
- Assisting in food sourcing
- Assist in monitoring inventory
- Collaborate and work well with small staff, volunteers, community partners, and larger community
- All other duties as assigned

#### Required qualifications:

- Lifts and pallet jacks are used, but this job is very physical – must be able to lift up to 40-50 pounds repeatedly throughout a workday
- Excellent driving record with a history of at least 3 years. All staff at CSC submit to a motor vehicle report and background check
- Must be organized and detail-oriented with an ability to think about the bigger picture and holistic health of our clients, the warehouse, and the community
- Must be a self-starter with an ability to take initiative and work with minimal supervision
- Willingness to be flexible, innovative, thoughtful, and creative
- Strong interpersonal communication and relationship building skills
- Ability to work with a variety of people, including community members, volunteers, staff, and clients
- Ability to work independently as well as part of a team
- Basic knowledge of food safety and nutrition
- Basic knowledge and passion for food security, homeless issues, and/or socioeconomic justice
- Basic proficiency with typing, email, Google Calendar, following a schedule

#### Preferred qualifications:

- Experience working with marginalized populations
- Customer service experience

- We value lived experience, including but not limited to people who have experienced food insecurity or homelessness. Women, people of color, and LGBTQ strongly encouraged to apply

Application requirements:

Please send a resume and cover letter (1 page max) addressed to Krista Harper at [info@cscoregon.org](mailto:info@cscoregon.org) with the subject line [LastName Driver Job Application].