



## Clackamas Service Center Job Posting

**Position Title:** Donation Driver

**Classification:** Full-Time, nonexempt benefitted

**Hours:** 35-40 hrs./week, schedule varies, Monday – Friday between 7 am – 3 pm; occasional weekends as needed

**Location:** Onsite; CSC Warehouse, 8937 SE Janssen Road OR, 97015

**Compensation:** \$21 - \$24/hr, depending on experience

**Reports to:** Food Operations Director & Warehouse Manager

### ABOUT CSC:

Clackamas Service Center (CSC) is an inclusive community center for individuals and families seeking food relief and resources for improved health, dignity, and stability. We are based in Clackamas County and serve community members within the county and the surrounding area. Visit our website for more information: [cscoregon.org](http://cscoregon.org).

### POSITION SUMMARY

CSC seeks a friendly and helpful **Donation Driver** to pick up donations and drop them off at our warehouse, our Center, school sites, and other distribution locations. You will help us serve as many people as possible through pleasant interactions and excellent and reliable service. What you will bring to the table:

- An ability to be a safe and courteous driver who can navigate your way around a map and all kinds of weather and road conditions
- An ability to make sound decisions, be it driving, parking, safety-related, and/or customer interaction-related
- An inclusive approach with your colleagues to forge strong relationships and foster collaboration to resolve issues
- An ability and willingness to maintain the cleanliness of the vehicle, including performing pre-trip vehicle inspections and reporting any maintenance concerns
- An ability to have a positive attitude while serving clients and the CSC community with dignity and care

### PRIMARY JOB FUNCTIONS:

#### DONATION PICK-UP & DROP OFF (75%)

- Pick up in-kind food and other tangible donations from community donors, including major grocery stores and nonprofit partners; navigate multiple locations and equipment; load and unload donations
- Drop off food to various partner locations, including local school sites, providing additional support as needed

PO Box 2620, Clackamas, OR 97015 | (503) 771-7914 | [cscoregon.org](http://cscoregon.org) | [info@cscoregon.org](mailto:info@cscoregon.org)



- Maintain CSC's 16 ft box truck and equipment; keep the truck cab, box, and equipment clean and in working order; fuel regularly
- Maintain CSC's electric cargo van: cab, box, and equipment clean and in working order, keeping it charged and ready to go.
- Prepare and maintain accurate records, documentation, reports, and communications
- Manage and maintain confidential and sensitive information

### **SUPPORT DAILY WAREHOUSE OPERATIONS (25%)**

- Sort, weigh, and allocate food products according to all guidelines
- Restock grocery items on shelves and in refrigerators
- Rotate inventory in walk-in units and compost old food
- Assist and support warehouse team and volunteers as needed
- Perform other duties as assigned by the Food Operations Director and Warehouse Manager

### **QUALIFICATIONS**

- Valid driver's license and good driving record indicating a safe driving history of at least three years acceptable to CSC
- 5+ years of licensed driving experience
- Minimum of 1 year of customer service
- Experience in safely driving a 16 ft-box truck or similar vehicle (no CDL required)
- Ability to take the initiative and work with minimal supervision
- Attend and participate in required CSC training(s) and meetings
- Experience working with Google Suite or Microsoft Office Suite, including experience with basic Excel or Google sheets
- Ability to read, write, speak, and understand verbal and written English
- Submit to a criminal background check
- Must be at least 21 years of age

### **WORK ENVIRONMENT**

- Work is performed in a large, 8000 sq. ft warehouse, shared office space within, and on the road driving a CSC vehicle.

### **PHYSICAL REQUIREMENTS**

- This position is physically demanding during certain hours throughout the day
- Prolonged periods of standing, driving a CSC delivery truck, electric van, and car, working at a computer and in the warehouse
- Ability to lift to 50lbs repeatedly and up to 80-100 lbs throughout a workday; bend, stoop, kneel, crouch, push, and other moderate to strenuous activities



## **BENEFITS**

- Generous paid PTO (after 90 days of employment)
- 13 paid holidays per year
- Medical/Dental/ Vision insurance covered at 90% of the premium (after 60 days of employment)
- Simple IRA retirement account with up to 3% match for employee contributions (after 60 days of employment)
- When possible, CSC offers all regular employees one paid week off during winter and summer

## **COVID-19 VACCINATIONS**

CSC requires employees to be fully up to date on COVID-19 vaccines. Proof of vaccine status will be required before an employee may begin work. CSC will make reasonable accommodations for candidates who cannot be vaccinated because of a disability, pregnancy, or religious belief. If you believe you qualify for an exception, please speak with the hiring manager and be prepared to provide documentation.

## **HOW TO APPLY**

**Please submit a resume and cover letter (1-page max) addressed to Mira Glasser at [apply@cscoregon.org](mailto:apply@cscoregon.org) with the subject line [Last Name, Driver Job Application].** The cover letter should include why you are interested in working at CSC and how your skills and experience have prepared you for this position. CSC will request professional references for the final candidate. Position open until filled.

*CSC is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our services will be. CSC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, veteran status, disability status, or other applicable characteristics protected by law. Employment is decided based on qualifications, merit, and organizational needs.*