



Position Title: Community Delivery Assistant

Job Classification: Part-time, Temporary through March 1, 2025

Typical schedule: Weekdays, 4-8 hour days between the hours of 6:30 a.m. and 7 p.m.

Job Overview

The Community Delivery Assistant completes food deliveries and pick-ups throughout SLO County, ensuring exceptional and timely service to SLO Food Bank's Agency Partners, completing produce pickups, grocery rescue, and collecting large scale food donations as needed. A successful Community Delivery Assistant is an organized, flexible, people-person who is passionate about serving our neighbors in need and enjoys being physically active.

A typical day for a Community Delivery Assistant Includes:

- Professionally representing the SLO Food Bank at Community Partner sites, food collection sites, and food distributions.
- Driving refrigerated box trucks and other vehicles for pick-up and delivery for SLO Food Bank's procurement and distribution efforts.
- Working collaboratively to plan truck capacities, and complete truck safety checks daily.
- Assist with seasonal programs such as holiday deliveries and donation retrieval.
- Actively look for and guard against workplace and food safety concerns.

Qualifications

- Excellent customer service skills.
- Strong organizational and time management skills.
- Strong cultural competence: ability to build positive relationships with a wide variety of stakeholders including donors, volunteers for faith-based, grassroots organizations and residents seeking emergency food assistance.
- Bilingual (Spanish conversational fluency) highly preferred but not required.
- Comfortable with onsite training for forklift, motorized pallet jack, and 16-24 foot box trucks. Experience operating box trucks or similar vehicles preferred but not required.

Requirements

- Must be 18 years of age or older.
- Must possess a valid Driver's License, clean driving record, and proof of insurance.
- Reliable transportation to work.
- High school diploma or equivalent.

Salary and Benefits

- Starting hourly salary of \$18.00-\$22.00 per hour.
- California Paid Sick Leave
- 401(k) matching 50% of employee's annual contribution up to a total organizational match of 3% of annual salary.
- This position is eligible for company-paid holidays

- Working with an amazing team in providing life-enhancing care to our most vulnerable neighbors!

Work Conditions / Physical Demands

The position is based out of the SLO Food Bank's offices at 1180 Kendall Road, San Luis Obispo, CA, and works alongside a dedicated group of approximately 33 staff and thousands of volunteers. Position includes office and outdoor work, including extended time operating warehouse equipment.

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to stand for extended periods of time; the ability to see details at close range (within a few feet of the observer); to lift, carry, and load up to 50 pounds on a daily basis.
- Must be able to bend, stoop, climb, and crouch repeatedly throughout the day.
- Long-term standing, walking and kneeling required.
- Driving for many hours in a day.
- Must be capable of weighing and counting items and transferring those results into a computer database.
- Variable work environment: work is conducted both indoors and outdoors with varying environmental conditions. Indoor facilities are kept cold, so warm clothing is required. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust may be present in the warehouse receiving area.

Equal Opportunity Employer

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.