

Open Position
Extra Help/Substitute Driver/Warehouse Worker

Interested in being a part of a dynamic team expanding access to local food in Mendocino and Lake Counties? If so, the Mendo-Lake Food Hub is looking for a Seasonal Driver/Warehouse Worker to add to our expanding team. Hours will vary from 8 to 21 hours per week.

Program:	Mendo-Lake Food Hub
Position:	Driver/Warehouse Worker - (CA driver license required)
Rate of Pay:	\$15.00 per hour
Hours:	Varies – 8 to 21 hours per week
Benefits:	Eligible for Paid sick leave
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.
Application Closing Date:	September 16, 2019 at 5:00 p.m.
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: SBrown@ncoinc.org
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer

North Coast Opportunities, Inc.
413 N. State Street, Ukiah, CA 95482
JOB DESCRIPTION

POSITION:	DRIVER/WAREHOUSE WORKER
DEPARTMENT:	COMMUNITY WELLNESS
REPORTS TO:	PROGRAM MANAGER OR DIRECTOR
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CLASS:	8018

I. GENERAL DUTIES AND RESPONSIBILITIES

Under general supervision of the Program Manager or Director, this position is responsible for assisting in accurately and safely receiving, transporting and storing materials. Additional responsibilities include processing, transporting and delivering orders for Community Wellness programs and projects as assigned. Deliveries will be to specific scheduled drop points.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Pulls, fills, packs and sets up orders for delivery or pickup, including loading food onto trucks; drives the goods to scheduled delivery drop points.
2. Coordinates times and locations of deliveries with buyers and maintain the ability to determine the status of an order or delivery at any given time.
3. Safely completes timely pickup and delivery of all items as scheduled; communicates any delays or changes in schedule with supervisor and with buyers or sellers/farmers as needed.
4. Maintains current knowledge and as required certifications related to product and/or food handling and safety.
5. Monitors orders and determines feasibility of new requests for deliveries with existing route and customers.
6. Unloads and/or receives shipments, logs into inventory, maintains inventory through audits, and follows any special instructions pertaining to an individual delivery order.
7. Reports any quality or inventory discrepancy issues to the appropriate person.
8. Ensures all required vehicle logs and reports are completed in a timely and accurate manner.
9. Communicates in an appropriate and professional manner with all clients and businesses.
10. Assists in keeping facilities clean, neat, safe and operating efficiently.
11. Follows all Agency and program policies, procedures and guidelines and aligns work behaviors in conformance with NCO's Mission, Vision and Values.
12. Assists in keeping NCO warehouse or storage facilities secure.
13. Refuels and performs safety checks on program vehicles, ensuring all receipts are collected and submitted as directed; reports all issues or discrepancies to supervisor.
14. Attends scheduled meetings and trainings as directed by supervisor.
15. Work habits:
 - Is on time and obtains approval from supervisor for changes in work schedule or absences.
 - Able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Treats co-workers and clients with respect.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with NCO's policies.
 - Represents NCO and its programs to the community in a positive light.
 - Is able to constructively adapt to change.
 - Dresses appropriately for the assigned job duties and responsibilities.
16. Other duties as assigned.

III. JOB QUALIFICATIONS

1. Must be at least 18 years of age and have a high school diploma or equivalent.
2. Because driving is required to perform many of the functions of this job, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
3. Must have a minimum of two years driving experience; prior experience driving a 2-axle delivery truck is preferred; experience operating and maneuvering other facility equipment such as a pallet jack and/or a lift gate is helpful.
4. Must be able to understand and follow driving directions, read a road map and plan routes to maximize efficiency.
5. English - Spanish bilingual ability is preferred.
6. Must have a demonstrated ability in following verbal and written instructions and procedures; must be able to manage details, priorities and time effectively to both meet established deadlines and adapt to new timelines.
7. Possession of business math skills including addition, subtraction, multiplication and division, and an understanding of basic problem-solving concepts and percentages is required.
8. Must be able to understand and follow instructions and safety guidelines for handling products and related materials safely; is able to provide or successfully obtain any food safety or handling certifications required for the specific work site and duties.
9. Possession of an understanding of basic inventory control, warehousing and stocking procedures.
10. Able to work independently with minimal direction or supervision as well as be a collaborative team member.
11. Demonstrated computer competence sufficient to perform data entry and spreadsheet management as well as utilize various web-based applications and software.
12. Ability to work with and provide service to fragile and/or vulnerable clients from a variety of economic, social and cultural backgrounds in an appropriate, sensitive manner.
13. Pre-employment and periodic health screenings and T.B. tests may be required, the results of which must be within acceptable ranges to attain and maintain employment.
14. May be required to complete a Criminal Record Clearance prior to employment.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, and communicate clearly.
2. The employee frequently is required to use hands to finger, handle or feel objects, use tools or controls, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is regularly required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is regularly required to sit.
4. The employee must frequently lift and/or move up to 40 pounds unassisted, and occasionally move and lift heavier materials with assistance, using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance or on narrow, winding roads – possession of a valid California Driver's License.
7. Interaction and contact with outside agencies, vendors, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly operate and work near moving mechanical parts, tools and equipment, occasionally use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.