

Open Position

Program:	MendoLake Food Hub – Ukiah
Position:	Driver/Warehouse Worker II (Driver license required)
Rate of Pay:	\$17.50 to \$19.00 per hour (Depending on Qualifications)
Hours:	16-24 hours per week, Varies Seasonally
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays* Medical, Dental, Vision and Life Insurance* Employee Assistance Plan*</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate (after 90 days of hire) and EAP plan (after 60 days of hire)</i> <i>*Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week.</i> <i>*Paid vacation and holidays for all regular status employees.</i></p>
Application Closing Date:	Open Until filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements	

See our Website for full job description details & to print application
[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)
Equal Opportunity Employer

We invest in people through community action.

JOB DESCRIPTION

POSITION:	DRIVER/WAREHOUSE WORKER I – II
DEPARTMENT/PROGRAM:	COMMUNITY WELLNESS
REPORTS TO:	ASSIGNED SUPERVISOR
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CLASS:	8018

I. GENERAL DUTIES AND RESPONSIBILITIES

Under general direction by the assigned supervisor, the Driver/Warehouse Worker performs various duties related to the receiving, moving and storing of materials and completing related documentation processes. Additional responsibilities include safely operating a vehicle, and processing, transporting and delivering orders. A Level II employee may also be assigned to train incoming employees on certain aspects of the position.

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 deliveries; is able to determine and report on 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 and submitted in a timely and accurate manner.
9. Communicates in an appropriate and professional manner with all clients and businesses.
10. Assists in keeping vehicles and 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. Level II only: trains incoming team members in various systems, procedures and equipment usage.
16. Level II only: assists with coordination of maintenance of vehicles and equipment.
17. 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.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and 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.
18. Other duties as assigned.

III. JOB QUALIFICATIONS

Knowledge of:

- Basic inventory control, stocking and warehouse procedures.
- Basic operation and use of computers including Microsoft Outlook and Excel as well as general use of the internet and cloud-based applications.
- Current laws and requirements related to driving a vehicle in California.
- The main road systems within the region.

Ability to:

- Understand and carry out oral and written instructions, procedures, and safety guidelines.
- Accurately perform basic business math calculations (i.e., addition, subtraction, multiplication, division, and percentages).
- Organize priorities and time effectively and adjust timelines as needed to meet deadlines.
- Understand and successfully plan routes and navigate using driving directions and road maps.
- Work independently as well as in a collaborative team environment.
- Interact with others in a manner that is culturally and emotionally appropriate and that promotes harmonious and cooperative working relationships.

Education & Experience:

- A high school diploma or equivalent is required.
- Level I requires a minimum of two years of recent driving experience; Level II requires a minimum of five years of recent driving experience.
- Experience driving a 2-axle delivery truck is preferred.
- Prior experience using a pallet jack and/or a lift gate is required (Level II only).
- Prior experience training others is preferred. (Level II only).
- Experience coordinating fleet vehicle operations and maintenance is preferred (Level II only).

Necessary Special Skills & Requirements:

- Must be at least 18 years of age.
- A current, valid California driver's license is required.
- Must provide a current DMV printout to verify a safe driving record that meets agency requirements.
- Must possess or be able to obtain any required food safety or handling certifications.
- Bilingual skills (English-Spanish) preferred.
- 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.
- 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, listen, 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 sit, stand, bend, reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
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 is required.

7. Interaction and contact with outside agencies, vendors, funders, 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; and will occasionally use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and include the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.