

# LOS ANGELES REGIONAL FOOD BANK

## JOB AD

Job Title: Driver: Class A  
Job Type: Full time  
Status: Hourly/ Non-exempt, Union Local 848  
Location: Los Angeles, California  
Department: Warehouse  
Reports to: Warehouse & Logistics Manager

**Company:** Los Angeles Regional Food Bank is a nonprofit organization that distributes food to over 900 charitable agency sites located throughout Los Angeles County. The Food Bank is one of the largest in the country with an annual budget of \$10 million, a 96,000 square foot facility, and a staff of over 100 employees supplemented by volunteers. We are located just south of Downtown Los Angeles, 10 minutes east of the Staples Center. The mission is to mobilize resources to fight hunger in our community. Join our team as we continue to impact the lives of over 1,000,000 people each year.

**Principal Function:**

- Drives bobtail or tractor-trailer to pick up and deliver products as directed by supervisor.

**Supervision Received:**

- Receives supervision from and reports to Warehouse & Logistics Manager.

**Driver Duties:**

- Must maintain regular and predictable on-site attendance in order to fulfill all principal job duties.
- Fills and documents orders in a timely and efficient manner. Maintains quality and ensures accuracy of work performed.
- Operates bobtail or tractor-trailer trucks, pallet jacks (electric and manual) and forklifts in a safe manner. Complies with all safety requirements such as inspection reports and prompt notification of equipment issues.
- Loads and unloads trucks using pallet jacks.
- Ensures all documents, bills of lading, receipts, tags are accurate for all products loaded or unloaded. Notifies supervisor of quality or accuracy concerns.
- Ensures questionable pick-ups, late docking, transportation concerns, missing documents, quality issues, etc. are reported promptly to supervisor.
- Inspects and sorts products. Advises supervisor of food safety or chemical safety concerns, including poor or unsafe palletizing.
- Drives truck to pick-up and delivery sites, storage sites, and back to the warehouse, ensuring DOT compliance in keeping truck/trip logs updated daily. Completes daily inspection forms for assigned trucks.
- Signs receipts for items picked up for the Food Bank.
- Checks truck daily for serviceability. Obtains gas and oil as required, submitting necessary paperwork.
- Informs supervisor of truck service requirements and drives truck to and from service locations at request of supervisor.
- Helps maintain equipment.
- Keeps facility clean at all times.

**Other:**

- Observes safety rules.
- Works effectively with other staff members at all levels of responsibility within the Food Bank, assuring team work, collaboration, and integrity.
- Performs other such duties as assigned by supervisor.

**Qualifications:**

- 18 years of age or older.
- Valid California Class A or B driver license.
- At least one (1) year commercial driving experience.
- Insurable with a good driving history.
- Must be literate in English in order to read and understand shipping documents.
- Must be able to lift and carry 45 pounds up to a distance of 5' – 8'.
- Must be able to operate forklifts.
- Must operate pallet jacks (electric and manual).
- Ability to understand bills of lading, receiving documents and any other documents relevant to shipping/receiving.
- May be required to stoop, squat, bend, or reach on a frequent basis depending on route or delivery program needs.
- Good inter-personal communication skills.

Required to pay Union Dues and one time Initiation fees.

We offer a competitive benefits package, including comprehensive medical, dental and vision plans; life insurance; Employee Assistance and long-term disability plans; flexible spending accounts and a 403(b) retirement savings plan. If interested in this position, please apply directly at [jobs@lafoodbank.org](mailto:jobs@lafoodbank.org) with resume, cover letter & Salary Requirements. No phone calls; principals only.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check. The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."