



# Food Access Transportation and Logistics Assistant

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fourteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

## POSITION DESCRIPTION

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The **Food Access Transportation and Logistics Assistant** works with the Food Access team to implement the organization's Produce for All and No Student Left Hungry efforts. The Food Access Transportation and Logistics Assistant plays a critical role in the team by performing warehouse duties, transporting product, providing volunteer oversight and facilitating distributions.

The Food Access Transportation and Logistics Assistant will:

- Oversee the transportation and logistics for SFBFS' Produce for All and No Student Left Hungry distributions
- Oversee the packing of produce by volunteers
- Pick, palletize and stage products in advance of delivery as well as creating invoices for orders
- Deliver (or coordinate with the Transportation team) for No Student Left Hungry deliveries
- Load, deliver, set up, facilitate and clean up Produce for All distributions
- Maintain accurate driver logs and oversee the cleanliness and maintenance of vehicles used for implementation
- Other duties as assigned

## SKILLS AND EXPERIENCE REQUIRED

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- Possess a valid Class A or B Commercial Driver's License or has ability to obtain a Class B Commercial Driver's License
- One year of route driving experience in 24-26ft refrigerated or dry cargo box truck preferably with liftgate
- Forklift certified; or complete employer forklift certification within first 90 days of employment
- Experience managing volunteers of all ages and abilities-preferred
- One year of previous warehouse experience including inventory/order picking, pallet jacks and other related warehouse-preferred
- Fluency in a second language-preferred

## POSITION DETAILS

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- Full-time, non-exempt position; Monday - Friday; occasional weekends and holidays as needed
- SFBFS' Food Bank Services campus location
- Comprehensive benefits

Applicants must submit resume, cover letter, [SFBFS' employment application](http://www.sacramentofoodbank.org/employment) (found here: [www.sacramentofoodbank.org/employment](http://www.sacramentofoodbank.org/employment)) which should include three professional references to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. **No phone calls please.**