



# Transportation Assistant

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

## POSITION DESCRIPTION

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The Transportation Assistant is responsible for scheduling daily driver and Transportation Department activity as assigned by Transportation Manager. He/She will work closely with SFBFS drivers, donors, partner agencies, and SFBFS departments to ensure product is picked up and delivered efficiently. This position will also work with Agency Relations staff to manage operational matters between retail stores, donors and partner agencies participating in Grocers Feed the Hungry.

The Transportation Assistant will:

- Schedule/dispatch daily activity of drivers/routes as assigned by Transportation Manager, assist with information and communications to ensure proper and consistent completion of deliveries and pick-ups and provide support between Transportation, Warehouse and other departments for any donor, Partner Agency, or driver related operational matters
- Communicate with donors and Partner Agencies to schedule pick-up, delivery, or transportation of donation product and serve as primary point of contact for donor, driver, partner agency calls and will relay/forward information to appropriate individual/program
- Work closely with SFBFS drivers, retail donors, partner agencies, and SFBFS Departments to ensure products are picked up and delivered efficiently and work with the Transportation Manager and SFBFS Coordinators to manage donation drive schedule
- Maintain relationships between SFBFS and grocery/retail donor store personnel and conduct onsite visitations to retail stores with Feeding America partner to manage donated food recovery and operation processes
- Other duties as assigned

## MINIMUM SKILLS AND EXPERIENCE REQUIRED

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- Possession and maintain an unrestricted California Class C Driver's License; with less than three moving violations in a three-year period
- 1-2 years prior transportation, logistics, and customer service experience, including computer skills, Microsoft Office, knowledge of local/regional geographical area and accurate/quick reading of mapping and routing information
- 1-2 years prior warehouse experience; including operation of forklift
- 1+ years of route driving/dispatching experience
- Strong customer service skills

## 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 including medical/dental/vision/life/AD&D/LTD/retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (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.**