



TRI-VALLEY HAVEN

3663 Pacific Avenue
P.O. Box 2190
Livermore, CA 94550

Administration

Tel: (925) 449-5845
Fax: (925) 449-2684

Hotline

(925) 449-5842
(800) 884-8119

Email: mail@trivalleyhaven.org
Web Site: www.trivalleyhaven.org

FOOD PANTRY DRIVER

Non-Exempt ~

\$20.00 - \$21.81 Per Hour

General Responsibilities: Under the direction of the Food Pantry Coordinator, the Food Pantry Driver will coordinate Tri-Valley Haven's Food Pantry donation collections. This position is responsible for the collection and processing of food donations for the Food Pantry.

General Requirements: High School diploma required. Customer Service skills required. Ability to manage time and tasks effectively. Knowledge of violence against women and children, and homelessness. CA Driver's License and a good MVR is required.

AREAS OF RESPONSIBILITY

I. TVH RESOURCE MANAGEMENT

- A. Complete weekday morning Grocery Rescue food pickups at local grocery stores.
- B. Unload food donations from truck/van, weigh all food donations, sort and shelve food donations.
- C. Complete community food drive donation pickups throughout the year.
- B. Complete food drive donation pickups for the annual November/December Holiday Food Distribution Events.
- C. Assist in maintaining the Food Pantry facilities, i.e., disposal of green waste, cardboard, trash; mopping of food pantry floors; organization of food storage rooms.
- D. Assist Food Pantry Coordinator with food distribution preparation as necessary.

II. GENERAL TASKS - Performs general tasks as needed and represents Tri-Valley Haven in a professional manner. Tasks include, but are not limited to:

- A. Attend meetings as required.
- B. Assists with TVH special events as required by Director Homeless & Family Support Services.
- C. Have a valid California driver's license and an insured automobile that employee will use as necessary for agency related business.
- D. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

III. OTHER TASKS AS ASSIGNED BY THE DIRECTOR OF HOMELESS & FAMILY SUPPORT SERVICES AND/OR THE EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN'S MISSION.

IV. ADA ESSENTIAL TASKS

- | | |
|------------------------------------|--------------------------------------|
| A. Lift and carry up to 50 lbs. | J. Good close-up vision |
| B. Bend and kneel | K. Good distance vision |
| C. Walk and stand | L. Reasoning and thinking skills |
| D. Sitting | M. Ability to problem solve |
| E. Manual dexterity and strength | N. Gloves or hand protection |
| F. Good communication skills | O. Eye protection |
| G. Specific knowledge or education | P. Working alone |
| H. Learning ability | Q. Working in emergency situations |
| I. Operation of motor vehicles | R. Working in high stress situations |

"Creating homes safe from abuse."



TRI-VALLEY HAVEN

3663 Pacific Avenue
P.O. Box 2190
Livermore, CA 94550

Administration

Tel: (925) 449-5845

Fax: (925) 449-2684

Hotline

(925) 449-5842

(800) 884-8119

Email: mail@trivalleyhaven.org

Web Site: www.trivalleyhaven.org

“Creating homes safe from abuse.”