



Clackamas Service Center (CSC) Job Posting

Position Title: Food Donation & Delivery Driver

Classification: Part-time, nonexempt

Hours: 20-30 hrs./week, Monday – Friday between 7 am – 4 pm

Location: Onsite; CSC Warehouse, 8937 SE Jannsen Road OR, 97015

Compensation: \$25/hr

Reports to: Program Director & Warehouse Manager

ABOUT CSC:

Clackamas Service Center (CSC) is an inclusive community center for individuals and families seeking food relief and resources for improved health, dignity, and stability. We are based in Clackamas County and serve community members within the county and the surrounding area. Visit our website for more information: cscoregon.org.

POSITION SUMMARY

CSC seeks a friendly and helpful **Food Donation and Delivery Driver** to pick up donations, drop them off to various partners, and cultivate community partnerships. As the newest driver, you will help us feed as many hungry people as possible — through pleasant interactions and excellent and reliable service. Your role is responsible for maintaining high standards and conditions and having a positive attitude while serving clients and the CSC community with dignity and care.

PRIMARY JOB FUNCTIONS:

DONATION PICK-UP & DROP OFF

- Pick up in-kind food donations from community donors, including major grocery stores and nonprofit partners, navigating multiple locations and equipment; load and unload donations, sort and weigh
- Drop off food to the Service Center, various partner locations, including local school sites providing additional support as needed
- Assist and attend school site pantry distribution, set up and take down, manage the grocery sign-up sheet, assist families to shop, and fill diaper referral requests.
- Maintain CSC's 16 ft box truck and equipment; keep the truck cab, box, and equipment clean and in working order; fuel regularly
- Maintain CSC's electric cargo van: cab, box, and equipment clean and in working order; keeping it charged and ready to go.
- Prepare and maintain accurate records, documentation, reports, and communications
- Manage and maintain confidential and sensitive information



SUPPORT DAILY WAREHOUSE OPERATIONS

- Sort and allocate food products
- Restock grocery items on shelves and in refrigerators
- Help build cardboard boxes for grocery deliveries
- Assist and support the warehouse team and volunteers as needed
- Perform other duties as assigned by the Warehouse Manager or Program Director

REQUIRED QUALIFICATIONS

- Valid driver's license and no more than two minor driving violations in the past three years
- Minimum of 1 year of customer service and delivery driver experience
- Ability to drive a 16 ft-box truck (no CDL required)
- Ability to manage and maintain confidential and sensitive information
- Must be a self-starter with the ability to take the initiative and work with minimal supervision
- Attend and participate in required CSC training(s) and meetings
- Experience working with Google Suite or Microsoft Office Suite, including experience with basic Excel or Google sheets
- Basic cell phone skills
- Basic proficiency with typing, email, Google calendar, following a schedule
- Submit to a criminal background check

DESIRED EXPERIENCE | KNOWLEDGE | ABILITIES

- Experience working with marginalized populations
- Basic knowledge and passion for food security, homeless issues, or socioeconomic justice
- Basic knowledge of food safety and nutrition
- Willingness to use lifts and pallet jacks when needed (training provided)
- Experience working with a small-sized, nonprofit team
- Experience working in a fast-paced, growth environment that requires urgency and positivity with volunteers, partners, donors, and community members
- Strong ability to multitask and prioritize with excellent judgment and problem-solving skills; detail-oriented and flexible; handle time-sensitive priorities throughout the workday
- Effective communication skills, including the ability to interact well with the organization's community of staff, volunteers and guests
- Proficient in spoken and written English

WORK ENVIRONMENT

- Work is performed in a large, 8000 sq.-ft warehouse, shared office space within, and on the road driving a CSC vehicle.



PHYSICAL REQUIREMENTS

- This position is physically demanding during certain hours throughout the day
- Prolonged periods of standing, driving a CSC delivery truck, electric van, and car, working at a computer and in the warehouse
- Ability to lift up to 50lbs repeatedly and up to 100lbs occasionally, with support, throughout a workday; bend, stoop, kneel, crouch, push, and other moderate to strenuous activities

BENEFITS

- 13 paid holidays per year (eligible immediately). All part-time employees will be eligible for 4 hours of paid holiday leave.
- Generous PTO (after 90 days of employment). Part-time employees will receive pro-rated PTO based on working hours
- Simple IRA retirement account with up to 3% match for employee contributions (available after 60 days of employment)

COVID-19 VACCINATIONS

CSC requires employees to be fully up to date on COVID-19 vaccines. Proof of vaccine status will be required before an employee may begin work. CSC will make reasonable accommodations for candidates who cannot be vaccinated because of a disability, pregnancy, or religious belief. If you believe you qualify for an exception, please speak with the hiring manager and be prepared to provide documentation

HOW TO APPLY

Please submit a resume and cover letter (1-page max) addressed to Nan Knight and Sara Swor apply@cscoregon.org with the subject line [Last Name, Driver Job Application]. The cover letter should include why you are interested in working at CSC and how your skills and experience have prepared you for this position. CSC will request professional references for the final candidate. Position open until filled.

CSC is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our services will be. CSC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, veteran status, disability status, or other applicable characteristics protected by law. Employment is decided based on qualifications, merit, and organizational need.

We value lived experience, including but not limited to people who have experienced food insecurity or homelessness. Women, people of color, and LGBTQ people are strongly encouraged to apply.