

MEND | Meet Each Need with Dignity

10641 N San Fernando Road

Pacoima, CA 91331

Phone | 818.896.0246**www.MendPoverty.Org****JOB DESCRIPTION****POSITION TITLE:** Driver/Material Handler**FSLA STATUS:** Non-Exempt**REPORTS TO:** Community Nourishment Program Manager**LOCATION:** Onsite**WAGE RANGE:** \$20.03

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 million pounds of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families and the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving through our more intensive services and programs.

JOB SUMMARY: Under the direction of the Community Nourishment Program Manager, the Driver/Material Handler will be responsible for driving MEND trucks to pick up donated and rescued food. The position is responsible for handling and transporting food items as well as performing general warehouse duties. This staff member is expected to interact with donors, participants, and volunteers with professionalism and courtesy. They must be able to delegate work to volunteers in a fast-paced environment treating all constituents with dignity and respect.

ESSENTIAL FUNCTIONS:

1. Pick up and deliver food donations according to existing schedules, routes, and donor requests in a timely and professional manner.
2. Load and unload food pallets, gaylords and food boxes, weigh food, and place food in the designated space within the warehouse. Properly track and log the poundage of donations/items picked up on appropriate paperwork.
3. Establish and maintain professional working relationships with Food Generating Operators (e.g., grocery stores, warehouses, farms, etc), donors, and vendors.
4. Maintain accurate route, maintenance, fueling and vehicle inspections logs to ensure that vehicles are in a safe, dependable operating condition. Communicates any vehicle problems or concerns to CNP Program Manager as soon as possible so that repairs can be made.
5. Keeps trucks clean and washed inside and out on a weekly basis.
6. Work with volunteer driver helpers who assist in donor pick-up and deliveries.
7. Assist with food warehouse and cold storage duties, shipping and receiving, and rotating inventory as needed.

8. Operate forklifts/pallet jacks as needed.
9. Assist in general warehouse maintenance to keep an orderly, safe, and sanitary warehouse.
10. Assist with data entry of incoming and outgoing warehouse inventory.
11. Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Exert force and/or lift or carry items weighing 20 to 50 pounds frequently.
- Up to 2/3 of the time: walk, sit, squat, and bend, twist, reach at various heights above and below shoulder level.
- Up to 1/3 of the time: push or pull; lift or carry large, heavy, awkward objects while maneuvering in a confined space, e.g., narrow aisles, high density storage areas, inside of a truck box, etc., ascend or descend flights of stairs; climb in or out of trucks, docks and/or forklifts.
- Work inside freezers and coolers with a temperature of -10 degrees F to 38 degrees F.
- Constantly works in outdoor weather conditions i.e warm, hot, cold, muggy, rainy conditions.

QUALIFICATIONS:

- Two years of professional truck driving experience, preferably in a food or food-related environment.
- Bi-Lingual; Spanish fluency required
- High school diploma or GED required.
- Some minor mechanical experience is preferred.
- Possession of a valid CA driver's license, current DMV printout with no moving violations.
- Food safety experience and ServSafe certification required withing 90 days of start date.
- Forklift Certification required.
- 1 year electric pallet jack experience
- 1 year of warehouse experience required
- Proactive and clear communication skills.
- Data entry and basic computer skills preferred
- Proven ability to work steadily and independently with minimum supervision, and to follow standardized procedures.

TIME COMMITMENT: Full time 70 hours per pay period (9/70 per pay period or 33.5/36.5 hours per week based on organizational needs; may include some evening and weekends and local travel.

All positions are contingent on continued funding.

All employees on County-funded programs must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying

medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

All employees will be required to adhere to all relevant confidentiality agreements, policies and procedures to safeguard client information. Employees will be required to complete all mandatory training annually, including but not limited to HIPPA, compliance, safety, cyber security, and harassment.

To apply, please submit cover letter and resume to jobs@mendpoverty.org by July 3rd 2025. Please include a cover letter that describes how your experiences meets all the requirements of the position. Applicants who do not submit a cover letter will not be considered.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers
- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

Benefits

- 100% of basic employee health coverage and life insurance paid for by employer. Dental coverage paid at 50% by employer; Vision coverage paid for by employee. May elect to purchase up to a PPO plan or obtain coverage for eligible family members at their own cost.

- Optional benefits include Flexible Spending Account and AFLAC.
- Employee Assistance Program (EAP) available providing 24-hour confidential hotline for employees to help find balance, address personal concerns, and assist with day-to-day challenges.
- 10 days of sick leave granted annually; ability to carry over up to 70 hours of unused sick time.
- MEND provides vacation benefits to all full-time and part-time employees for the purpose of giving them a period of rest and relaxation away from work with pay. New employees accrue vacation at a rate of 2 weeks per year. Accruals are based on hours worked.
- Option to participate in employee sponsored 403B retirement plan.
- 11 paid days off: 9 holidays, 2 personal days (birthday and work anniversary).
- Compelling work culture and values.