



San Bernardino Community College District Professional Expert: Pantry Driver

SALARY	\$25.00 Hourly	LOCATION	San Bernardino, CA
JOB TYPE	Professional Expert	JOB NUMBER	2425-01421
DEPARTMENT	Various Departments	OPENING DATE	09/19/2024
CLOSING DATE	Continuous	WORK SCHEDULE	Hourly Position: on a as-needed basis (hours and days will vary based on needs of department)
MISSION STATEMENT	SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.	WORK DAYS/YEAR	Hourly Position: on a as-needed basis (hours and days will vary based on needs of department)
FUNDING	THIS IS A CATEGORICALLY FUNDED POSITION. CONTINUED EMPLOYMENT IS BASED ON CONTINUED FUNDING.		

Job Description

This posting is to establish a pool of qualified applicants. Applications submitted will remain active for up to one (1) year.

Summary:

The Economic Development and Corporate Training (EDCT) division is currently seeking a Driver for the Basic Needs Center. This role involves driving, picking up and delivering materials, stocking supplies, and performing various other tasks for the division.

Examples of Duties:

- Coordinate the pick-up and check-out of the designated truck from San Bernardino Valley College (SBVC) to facilitate transportation of food and essential items from key community partners such as the Community Action Partnership of San Bernardino County, Inland Harvest, and United Way.

- Thoroughly inspect the vehicle before and after each use, ensuring it is in good operating condition and identifying any potential safety or maintenance issues.
- Adhering to all food safety, hygiene, and sanitation protocols during the handling, loading, and transportation of food items is a responsibility we all share.
- Safely and efficiently manage the loading of food supplies and related equipment at each pick-up location, securing all items for transportation to the EDCT division.
- Ensure timely delivery of food and essential items to EDCT, taking necessary precautions to maintain the quality and integrity of all transported goods.
- Oversee the careful unloading of supplies upon arrival, ensuring items are delivered in accordance with the Basic Needs Center's needs.
- Maintain accurate logs and records of all transportation activities, including pickup locations, goods inventory, vehicle inspections, and mileage.
- Effective communication with Basic Needs Center staff, community partners, and SBVC personnel.
- Ensure the prompt and proper return of the truck to SBVC following the completion of deliveries, including refueling and reporting any vehicle-related concerns.
- Organizing inventory and reporting on stock levels.
- *Other duties as assigned.*

Qualifications

Education/Training:

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.
- Possession of a valid driver's license and ability to maintain insurability under the District's vehicle insurance policy.
- Possession of a valid San Bernardino County, California Food Handlers Card.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces.

Physical:

Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 50 pounds; to frequently lift, carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

Employment Requirements

The person selected for hire will be required to complete the following pre-employment requirements:

- Submit to and successfully pass DOJ live scan/fingerprinting. Cost of live-scan services to be borne by candidate.
- Tuberculosis (TB) risk assessment
- Other pre-employment requirements may be required depending on the position (i.e. certifications or licenses; see job posting qualifications section for details).

Successful completion of all pre-employment requirements is mandatory to be eligible for employment. These requirements are in accordance with the San Bernardino Community College District's [Administrative Procedures and Board Policies](#).

Agency

San Bernardino Community College District

Address

550 E Hospitality Lane
Suite 200
San Bernardino, California, 92408

Phone

909-388-6950

Website

<http://www.sbccd.org>

Professional Expert: Pantry Driver Supplemental Questionnaire

*QUESTION 1

Do you possess a current valid Class C driver's license?

- Yes
- No

*QUESTION 2

Do you have, or the ability to obtain, a Food Handlers Certification?

- Yes
- No

*QUESTION 3

I hereby understand and declare that the statements on this supplemental questionnaire are true and complete to the best of my knowledge. As applicable, I hereby authorize the District and/or designees to contact the references listed to verify the information I have supplied. I hereby release from liability all persons and organizations furnishing such information. I understand that the District reserves the right to validate information received on the supplemental questionnaire and that I will be subject to disqualification and/or termination if any statement in this supplemental questionnaire is found to be untrue or determined to be misleading.

- Yes
- No

* Required Question