



# SAMARITAN HOUSE



## Driver

**\$25 Hourly Salary Full Time with Full Benefits**

### Duties

- Operate agency vehicles (box trucks and vans). Drive, transport and deliver agency inventory and equipment including but not limited to food, donations or other assigned items as scheduled to and from various locations in the San Francisco Bay Area and Samaritan House facilities.
- Operate Vehicles and Drive in compliance with all CA driving laws
- Transportation Coordinator Assistance
- Coordinate, collect, load and unload program donations as scheduled
- Assist Transportation Coordinator with Holiday Programs- Work with Executive Assistant and Volunteer dept for coordination of holiday program pickups or other special events.
- Ensure efficient communications- Check emails, phones etc. Ensure appropriate communications with Agency and destinations to ensure timely operations
- Physically load and unload all inventory/donations/food to and from the vehicles for delivery
- Ensure appropriate and timely storage of perishables, food supplies, donations or other inventory. Place/Store in appropriate locations including but not limited to pantry area, freezer or refrigerator.
- Ensure all vehicles are safe and operational prior to operating.
- Ensure vehicles are mechanically maintained and fully functioning. Immediately report mechanical issues to Facilities Manager. Proactive notification is needed with mechanical issues.
- Support Facilities and Food Services Operations as directed.
- Ensure the gate is locked and secure at the end of the last work shift.
- Ensure excellent client service at all levels. Demonstrate a caring and helpful attitude when interacting with clients, vendors, volunteers and fellow employees.
- Perform all agency work with highest of ethical standards, integrity and professional boundaries.

### Qualifications

- High School Diploma or GED
- Valid current California driver's license
- 5 years' experience with box trucks 10', 16', 18'
- Experience using truck loading and unloading devices including but not limited to hand dollies, hydraulic pallet dollies, hydraulic lifts, hydraulic truck tailgate lifts.

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE: VP of Human Resources - 4031 Pacific Blvd, San Mateo, CA 94403

E-mail: [jobs@samaritanhousesanmateo.org](mailto:jobs@samaritanhousesanmateo.org) Via facsimile: (650) 294-4336 Full Copy of Job Description available on website:

<https://samaritanhousesanmateo.org/about-us/careers/>