



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

P.O. BOX 6369, CHICO, CA 95927-6369 | TEL: (530) 712-2600 | FAX: (530) 895-1848

WWW.BUTTECAA.COM

Agency Application Packet for the position of:

WAREHOUSE PERSON/DRIVER

SALARY RANGE: 37 (\$10.88-\$13.95)

CLOSING DATE: *pending**

**Sufficient number of qualified applicants must be received.*

IMPORTANT INFORMATION BELOW; PLEASE READ CAREFULLY!!!

GUIDELINES:

In order to receive full consideration for employment, submission of a complete Agency Application Packet with your signature is **REQUIRED**. **DO NOT** use “*See Resume*” as an answer for any requested information. Complete application packets may be hand-delivered, faxed, e-mailed and/or sent by postal mail. Failure to complete and/or provide all of the required documentation may remove you from consideration for employment.

DESIRED DOCUMENTATION:

- Cover Letter
- Resume
- Signed Job Description
- Employment Application; **required.**
- Letters of Recommendation - minimum of two (2) letters
- Job Related Transcripts, Licenses and/or Certificates; forklift certification desired.
- Reference Check Authorization
- DMV Printout ~ *obtained from DMV within the last 30 days; required.*

ORDER OF APPLICATION PACKET:

- 1) Cover Letter
- 2) Resume
- 3) Signed Job Description
- 4) Employment Application
- 5) Letters of Recommendation
- 6) Job Related Transcripts, Licenses and/or Certifications
- 7) Reference Check Authorization
- 8) DMV Printout
- 9) Affirmative Action Questionnaire (*Optional*)

NOTE: *It is your responsibility to provide copies of the documentation you are submitting, we do not make copies for applicants. If any of the required documentation is missing, your submitted application packet may be removed from further consideration for employment.*

Rev. December 2016

“This Agency is an equal opportunity provider and employer.”

WAREHOUSE PERSON/DRIVER

DEFINITION

Under general supervision, to receive, store, load, unload and distribute food/non-food items to various Agency sites; to drive a delivery vehicle to pick up, receive and deliver supplies; to maintain records related to the area of assignment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a combination Warehouse Person/Driver classification for warehousing activities, as well as the delivery of food and supplies to and from Agency sites throughout Butte County and other areas served by the Community Action Agency of Butte County, Inc.

REPORTS TO

Food and Nutrition Manager or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Loads and unloads a delivery vehicle, ensuring that all items and supplies are properly secured;
- Picks-up, sorts, and delivers materials at Agency sites, including supplies, food items, etc;
- Maintains delivery vehicle(s) in a safe operating condition, servicing vehicle with fuel, oil, and water;
- Reports items needing repairs;
- Receives, picks-up, and delivers supplies ordered and received from vendors;
- Inspects received items for damage, matching delivered items against packing slips and purchase orders;
- Reports discrepancies to an appropriate supervisor;
- Receives and files stock requests and fills orders;
- Determines items to be moved and/or distributed;
- Moves items from a receiving area to the storage area;
- Sorts and stores perishable goods in refrigerated rooms;
- Assembles orders from stock and loads orders on pallets;
- Uses fork lift to load and unload items;
- Conducts inventory of items in stock;
- May develop and maintain records and files relating to warehouse operations, as directed;
- Cleans storage area and maintains orderly storage of materials.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to work around moving objects or vehicles; ability to perform heavy physical labor for sustained periods of time; physical ability to lift, push, and carry objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of a variety of hand and power tools, machines and equipment including a truck, fork lift, and hand truck.

TYPICAL WORKING CONDITIONS

Work is performed in a variety of agency facilities, both inside and outside and in various types of weather; exposure to fumes, gasses, controlled and hazardous substances, and chemicals; regular contact with staff and the public.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Safe driving practices.
- Inventory methods, procedures, and record keeping.
- Proper warehousing and storage methods, including food storage procedures.
- Safety precautions and standards associated with transporting and warehouse operations.
- Power and hand tools.
- Routine vehicle maintenance requirements.
- Safe work practices.

ABILITY TO:

- Use and safely operate a variety of vehicles, hand tools, power tools, and equipment including a truck, fork lift and hand truck, exercising good judgment and safety precautions.
- Prioritize workloads to meet established time lines and special requests.
- Receive, store, and deliver supplies, materials, and equipment in a warehouse facility.
- Perform routine maintenance on vehicles.
- Understand and follow both oral and written directions.
- Maintain supply and inventory records.
- Read and write at the level required for successful job performance.
- Work on own initiative without close supervision.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Maintain and observe all safety precautions and practices

TRAINING AND EXPERIENCE:

A typical way to obtain the required knowledge and abilities would be:

- Some previous experience performing warehousing/inventory work is highly desirable.
- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain within 90 days of hire, a Forklift Driver Certification.
- Possession of a valid and appropriate California Driver’s License with a good driving record; eligible for Agency automobile insurance coverage per Guidelines for Drivers of Agency Owned Vehicles.
- Pass a post-offer pre-employment background check.
- Pass a pre-employment/post-job offer drug test.

CERTIFICATION

I certify that I have read and understand the duties and responsibilities of my job description as outlined above.

Signature

Date

Print Name

Community Action Agency of Butte County, Inc. personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency.



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EMPLOYMENT APPLICATION

In order to receive full consideration for employment opportunities at Community Action Agency of Butte County, Inc., make sure to fill in all the spaces and **DO NOT** use "See Resume" as an answer for any requested information on this employment application. *If any information is missing, your application may be rejected.*

Applying for the position of: _____

Name: _____
First Middle Last

Other Names Used: _____

Phone: (____) _____ **Message Phone:** (____) _____ **Soc. Sec. No.:** _____

Address: _____
Street Address City State Zip Code

Mailing Address: _____
(Check box if your mailing address is the same as your street address.)

Driver's License No.: _____ **Class:** _____ **State:** _____ **Expiration Date:** _____

Employment Eligibility Verification:

Can you, after employment, submit verification of your legal right to work in the United States? Yes / No

List any relative now working for this Agency: (Please attach additional sheets if necessary.) Not Applicable
Name: _____ Relationship: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes / No
If you answered **YES** to the above question, use the space below to explain. (Please attach additional sheets if necessary.)

Education and Training:

Provide specific education and training that qualifies you for the position in which you are applying. *Note: Before filling out this section, please read the minimum qualifications listed in the job description.*

| Type of School | Name and Location | Years Completed | Did you Graduate? | Major | List Degree or Diploma |
|-------------------------------|-------------------|-----------------|-------------------|-------|------------------------|
| High School | | | | | |
| College or University | | | | | |
| Vocational, Trade or Business | | | | | |

Licenses/Certificates: (Copies of documentation listed should be attached.)

Experience and Employment History:

Provide the past ten (10) years or more of previous employment history (full-time, part-time, paid, unpaid or volunteer) pertinent to the position for which you are applying. **Do NOT use "See Resume" for any of the requested information in this section.** Resumes may be attached; however, it will not be accepted in place of a properly completed employment application. Additional pages may be attached; if needed. **NOTE:** Account for all periods of unemployment that continues for three (3) months or more.

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|--|---------------------------|---------------------------------|-----------------------|-----------------------------|
| | | | | |
| From: _____ (mm/dd/yyyy) | To: _____ (mm/dd/yyyy) | <u>Job Title:</u> | <u>Employer Name:</u> | <u>Phone No.:</u> () |
| Total: _____ yr. _____ mo. | | <u>Supervisor's Name/Title:</u> | <u>Address:</u> | |
| Hours per week: _____ | | Salary: \$ _____ per _____ | No. Supervised: _____ | <u>Reason for Leaving:</u> |
| If you are currently employed, may we contact your present employer? <input type="checkbox"/> Yes - <input type="checkbox"/> No - <input type="checkbox"/> N/A | | | | |
| <u>Duties:</u> | | | | |
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| Total: _____ yr. _____ mo. | | <u>Supervisor's Name/Title:</u> | <u>Address:</u> | |
| Hours per week: _____ | | Salary: \$ _____ per _____ | No. Supervised: _____ | <u>Reason for Leaving:</u> |
| <u>Duties:</u> | | | | |
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| Total: _____ yr. _____ mo. | | <u>Supervisor's Name/Title:</u> | <u>Address:</u> | |
| Hours per week: _____ | | Salary: \$ _____ per _____ | No. Supervised: _____ | <u>Reason for Leaving:</u> |
| <u>Duties:</u> | | | | |
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Experience and Employment History: (CONTINUED)

NOTE: Remove if additional experience and employment history pages are not needed.

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| (mm/dd/yyyy) | (mm/dd/yyyy) | <u>Supervisor's Name/Title:</u> | <u>Address:</u> | |
| Total: _____ yr. _____ mo. | | | | |
| Hours per week: _____ | | Salary: \$ _____ per _____ | No. Supervised: _____ | <u>Reason for Leaving:</u> |
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| Total: _____ yr. _____ mo. | | | | |
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| (mm/dd/yyyy) | (mm/dd/yyyy) | <u>Supervisor's Name/Title:</u> | <u>Address:</u> | |
| Total: _____ yr. _____ mo. | | | | |
| Hours per week: _____ | | Salary: \$ _____ per _____ | No. Supervised: _____ | <u>Reason for Leaving:</u> |
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| _____ | _____ | | | () |
| (mm/dd/yyyy) | (mm/dd/yyyy) | <u>Supervisor's Name/Title:</u> | <u>Address:</u> | |
| Total: _____ yr. _____ mo. | | | | |
| Hours per week: _____ | | Salary: \$ _____ per _____ | No. Supervised: _____ | <u>Reason for Leaving:</u> |
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| <u>Duties:</u> | | | | |
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List any foreign language: Speak: _____ Write: _____

Will you be able to perform the essential job functions with or without reasonable accommodations? YES / NO

References:

List below three (3) persons not related to you who have knowledge of your work performance within the last three (3) years. **Note:** Professional references are preferable; however, personal references are accepted.

| Name | Address and/or Email | Phone | Occupation | Years Known |
|------|----------------------|-------|------------|-------------|
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Please state any previous experiences that qualify you for the position which you are applying. _____

I hereby certify that all statements made in connection with this application are true and correct to the best of my knowledge and belief. I understand that any false or misleading information is grounds for disqualification for further consideration for employment and/or immediate termination of employment if discovered at a later date. I authorize investigation of all statements contained herein. I further authorize the references and employers listed above to give you any and all pertinent information concerning my previous employment, personal or otherwise. I release all parties from liability for any damage that may result from furnishing the same to you. **I understand that Community Action Agency of Butte County, Inc. is an at-will employer.**

Applicant Signature Required

Date



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REFERENCE CHECK AUTHORIZATION

For Prospective Employee

I hereby authorize former employers or persons / companies listed on my job application to release information they may have about me to Community Action Agency of Butte County, Inc., its representatives and / or employees. I also release all persons or companies / agencies from any liability or responsibility from doing so.

Further, I understand that such contact may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

Social Security Number: _____ - _____ - _____

Applicant's Printed Name: _____

Applicant's Signature: _____

Date: ____ / ____ / ____



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AFFIRMATIVE ACTION QUESTIONNAIRE

(Equal Employment Opportunity Data)

To aid the Community Action Agency of Butte County, Inc. in its commitment to Equal Employment Opportunity, we ask applicants to voluntarily provide the following information on this form in order to comply with Federal Equal Employment Opportunity Law requirements. Your cooperation in providing this information is essential to the success of the research and evaluation program.

This information is solicited on a voluntary basis and **WILL NOT** be used to make any decision about your eligibility, selection or employment. This information will be separated from the application and will only be available to authorized personnel and only for research and statistical purposes. **It WILL NOT have any effect upon your application.**

Date: _____

Name: _____
Last First Middle

Position Applied For: _____

Where did you hear about the position in which you applied? _____

Please complete the following information:

Gender: Female / Male / Choose not to identify

Race/Ethnicity: *(Identified by the Equal Employment Opportunity Commission)*

- | | |
|---|---|
| <input type="checkbox"/> American Indian / Alaskan Native | <input type="checkbox"/> White (Not Hispanic or Latino) |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian / other Pacific Islander |
| <input type="checkbox"/> Black or African-American | <input type="checkbox"/> Two or more races |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Choose not to identify |

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

- | | |
|--|---|
| <input type="checkbox"/> Vietnam Era Veteran | <input type="checkbox"/> Individual with a Disability |
| <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> Choose not to identify |

To be completed by employer:

EEO-1 Category:

- | | |
|--|--|
| <input type="checkbox"/> 1a. Executive/Senior Level Officials & Managers | <input type="checkbox"/> 5. Administrative Support Workers |
| <input type="checkbox"/> 1b. First/Mid-Level Officials & Managers | <input type="checkbox"/> 6. Craft Workers |
| <input type="checkbox"/> 2. Professionals | <input type="checkbox"/> 7. Operatives |
| <input type="checkbox"/> 3. Technicians | <input checked="" type="checkbox"/> 8. Laborers & Helpers |
| <input type="checkbox"/> 4. Sales Workers | <input type="checkbox"/> 9. Service Workers |

Employer information completed by:

Name: Lena Nine-Parish, Human Resources Representative

Date: April 24, 2017