

# NeighborImpact JOB DESCRIPTION

**Job Title:** Food Program Driver

**Reports to:** Food Program Coordinator

## **I. Job Purpose:**

This position is responsible for pick-ups of food from donors and delivery to recipient agencies. Assists in the scheduling of truck routes and collaborates with staff to meet program needs. Communicates equipment and truck maintenance needs, cleans vehicles and provides other related program support duties.

## **II. Duties, Tasks, and Responsibilities:**

### **Direct Services: (80%)**

- Builds and maintains relationships with both donor and agency contacts
- Meets regularly with food program staff to discuss and coordinate food program needs
- Conduct pre-trip vehicle inspections on trucks
- Complete daily time and temperature logs
- Makes pick-ups according to the established schedule
- Delivers product and equipment to local agency sites and distribution centers
- Resolves problems, concerns and conflicts in a professional and positive manner by providing information as appropriate, routing information to the Food Program Coordinator and handling unexpected situations in a competent and thorough manner
- Follows current food safety procedures for food handlers
- Coordinates equitable distribution of recovery food items among agencies and warehouse
- Accurately conveys information verbally and electronically in a timely manner to other food program staff, donors and agencies
- Assists with local food drives and other special events as needed
- Performs the cleaning of vehicles, inside and out
- Regularly cleans and sanitizes food recovery containers and other relevant equipment
- Performs other duties as requested by Food Program Coordinator or Director

### **Dispatch Duties (10%):**

- Responds to calls from food donors and food program staff for both scheduled and unscheduled pickups
- Receives and responds to calls from donors, program staff and agency recipients in a timely manner

### **Administrative Duties (10%):**

- Maintains accurate written and electronic records of food donations, deliveries, mileage, etc.
- Attends agency and donor meetings when required
- Trains new food program drivers when needed
- Communicates truck maintenance needs to Food Program Coordinator
- Performs special projects as assigned

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## III. Knowledge, Skills, and Abilities:

- Ability to work both independently and as part of a team
- Ability to take direction
- Ability to problem solve
- Good organizational skills with the ability to maintain daily records
- Ability to communicate and interact positively with NeighborImpact target groups and the general public
- Ability to add, subtract, multiply and divide in all units of measure
- Ability to interpret a variety of written, verbal and scheduled instruction
- Ability to communicate efficiently verbally and electronically
- Ability to load, unload and organize a truck used for picking up and delivery of product
- Ability to work in adverse weather conditions
- Ability to maintain a daily schedule of stops and react positively to unscheduled changes in routine
- Ability to work well with others from diverse backgrounds
- Ability to focus on problem solving, and contributing to building a positive team environment
- Daily kneeling, stooping, bending, lifting, and climbing into and out of a delivery truck.
- This position is rated as active and frequently requires lifting up to 50 pounds. Frequently is defined as lifting, pushing or transferring up to 5,000 pounds per day in total

## IV. Qualifications:

- High School Diploma or GED required
- A minimum of 1-year delivery driver experience preferred and experience with vehicles rated up to 19,500 GVW preferred. (No CDL required)
- Experience with forklift operation preferred
- Must pass lifting test of 50 pounds post offer, pre-employment
- Experience in safely driving a delivery vehicle
- Experience in food handling is preferred
- Intermediate computer skills required including working knowledge of Outlook, Word, Excel, and internet navigation
- Employment is contingent upon receipt of a safe driving record based on DMV check and must be free of any moving violations within the past 3 years
- Must be able to work a flexible schedule to meet the demands of partner agencies
- Ability to obtain a forklift certification within 90 days of hire
- Achieve Food Handler's certification within 30 days of hire – maintain certification throughout employment
- Prior to date of hire and throughout employment:
  - Valid driver's license
  - Proof of current auto insurance.
  - Access to reliable transportation required
  - Satisfactory criminal background check required

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### V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal employment provider

### VI. Signatures:

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_