

CDL Truck Driver/Warehouse Staff Position Description

POSITION SUMMARY:

The CDL Truck Driver/Warehouse Staff member is part of a team that works to help achieve overall Facing Hunger Foodbank operational goals of delivering food to community members experiencing food insecurity. A CDL Truck Driver is responsible for the pickup and delivery of food through direct interactions with the public and partner organizations. This position is labor-related within a warehouse environment.

KEY DUTIES AND RESPONSIBILITIES:

1. Timely and professionally delivers foods, materials, and other supplies to member agencies throughout the Foodbank's 17-county service area;
2. Promptly and safely loads and unloads trucks on location and at delivery sites while ensuring that inventory listed on invoices is what is delivered to the member agency;
3. Observes all state and federal transportation-related safety requirements;
4. Maintains and ensures the accuracy of vehicle mileage, fuel logs, and any transportation-related records or journals, as needed;
5. Cleans vehicle upon returning to the warehouse;
6. Performs routine inspections and light preventative maintenance on vehicles and equipment and reports problems and concerns immediately to the Warehouse Director;
7. Reports immediately any accidents or incidents that occur when operating Facing Hunger Foodbank vehicle(s) or other equipment to the Chief Executive Officer (CEO), the Chief Operating Officer (COO), and the Warehouse Director;
8. Assists with housekeeping of both Foodbank equipment and buildings;
9. Is responsible for stocking food and non-food products in the warehouse;
10. Directs and assists warehouse volunteers as appropriate;



11. Complies with all aspects of the Foodbank's food safety programs, policies, and procedures;
12. Maintains all current Department of Transportation licenses, certifications, and medical cards as mandated by the Foodbank and state and federal requirements; and
13. Performs other related duties, as requested or assigned.

REPORTS TO:

Warehouse Director

KNOWLEDGE, SKILLS AND ABILITIES:

- Must embrace the Mission of the Foodbank;
- Must have the ability to interact effectively with the CEO, the COO, the Warehouse Director, other Foodbank staff, volunteers, clients and other individuals who come from diverse backgrounds;
- Must have the ability to work autonomously, as well as part of a team;
- Must possess a strong work ethic;
- Must have the ability to read a map, follow GPS directions or other instructions in order to navigate to various locations within the Foodbank's service area;
- Must possess keen time management skills;
- Must have strong verbal and communication skills
- Must exhibit excellent customer service skills;
- Must possess good interpersonal skills, including the ability to give kind and appropriate directions to volunteers; and
- Must have the ability to maintain a level of professionalism that promotes the Facing Hunger Foodbank's community spirit and mission.

EDUCATION AND EXPERIENCE REQUIREMENTS:



- High school diploma or equivalent preferred
- Minimum of two (2) years' experience in a related field of work
- Knowledge and experience with U. S. Department of Transportation rules and regulations

SPECIAL REQUIREMENTS:

- Must successfully pass a pre-employment background check and drug screen
- Must have a valid Commercial Driver's License, minimum Class B
- Must have and maintain a safe driving record
- Must have a current or submit to a West Virginia Department of Transportation physical for operation of certain Foodbank vehicles
- Must have the ability to lift up to 60 pounds on a repetitive basis and, occasionally, up to 75 pounds
- Must have a Fork Lift and Pallet Jack Certification or ability to become certified
- Must pass ServSafe Food Handler Certification within 3 months of starting in position

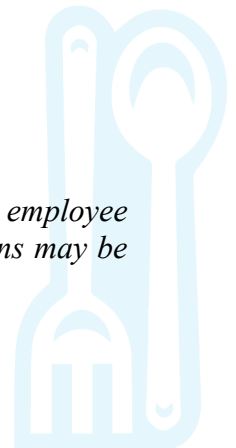
TOOLS AND EQUIPMENT USED:

Office equipment: telephone, calculator, computer, copy machine, scanner, and fax machine.

Warehouse equipment: pallet jack, forklift, scales, ladders, step stools, walk-in coolers and freezers, inventory barcode scanners, infrared thermometer, and cleaning supplies, along with required personal protective equipment. [Training prior to use will be provided for warehouse equipment. Safety training and indicated safety equipment may be required and provided when the employee is performing job duties.]

PHYSICAL DEMANDS:

The physical demands described here 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 functions. Facing Hunger Foodbank reserves the right to determine reasonable accommodations.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, manipulate, or operate objects; and, to reach forward, back, sideways, and up with both hands and arms. The employee is frequently required to sit, stand, bend, kneel, climb, walk, talk, and hear/listen.

The employee, from time to time, may lift and/or move objects weighing in a range of 60 to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Facing Hunger Foodbank reserves the right to determine reasonable accommodations.

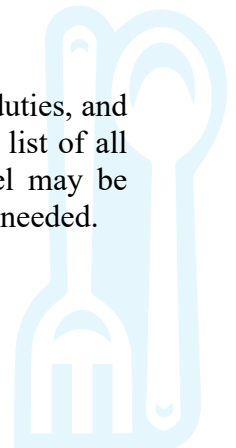
The work environment is indoor, generally, in a warehouse setting, which may include shared space and stairs, loud noise, and extreme temperatures. While performing this job, the employee may be required to work in some adverse conditions. Specifically, the refrigerated areas have temperature zones around 35 degrees Fahrenheit, and the freezer areas have temperature zones that may reach -10 degrees Fahrenheit. Additionally, the warehouse temperature may vary based on the outdoor temperature, and dust and fumes from propane-fueled equipment may be present. Lighting includes artificial and natural light. The employee in this position may be required to enter and assist in other areas of the physical plant that is an office setting. Travel outside the office/physical plant may be required for conferences, trainings, or meetings, as the need arises.

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications

DISCLAIMER:

The above statements are intended only as illustrations to describe the general nature, duties, and level of work that may be performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



This job description does not constitute an employment contract between the Facing Hunger Foodbank and the employee and is subject to change by the Facing Hunger Foodbank, as the need arises.

APPLICATION:

Completed in person or email to info@facinghunger.org

| HR use only | |
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| Pay Rate | |
| Management (Y/N) | |
| E/NE status | |
| Last reviewed/revised | 08/2020 |

