

Second Harvest Food Bank of Clark, Champaign, Logan Counties
A program of Catholic Charities SouthWestern Ohio
Job Description

POSITION TITLE: Delivery Driver, Field Representative
DEPARTMENT: Second Harvest Food Bank
REPORTS TO: Food Bank Operations Manager
WORK HOURS: 37.5
LOCATION: Springfield
FLSA STATUS: Non Exempt Hourly
DATE: April 2018

Position Summary:

The primary role of the driver position is to operate a variety of food bank box and pantry trucks to pick up donations, deliver to partner agencies, transport product to and from other food banks, and provide direct services to clients through Mobile operations

Essential Job Functions:

1. Transportation of inbound and outbound freight
2. Maintain trucks by performing daily inspections, cleaning all spills immediately, and washing each truck at minimum once per month, including cargo box; Notify Operations Manager of maintenance issues for proper resolution
3. Use of GPS tracking and routing systems
4. Preload dry product each afternoon for next day deliver, insuring product is efficiently loaded to allow for accurate delivery to each member
5. Pull frozen and refrigerated product on day of delivery to maintain proper temperature
6. Maintain Food Safety standards by insuring proper temperature in cargo box during delivery, running the Reefer unit as necessary
7. Assist members in off-loading product at delivery site, verify delivery quantities and items, insuring proper signatures are obtained
8. Assist in operation of a mobile pantry when opportunities arise in poverty centers of the community
9. Inspect all boxes prior to loading for damage, contamination or infestation
10. Participate in food bank events such as Post Office Food Drive and Holiday Food Drive by delivering and retrieving barrels, signage and coin cans as necessary
11. Delivery of Commodity boxes to senior distribution sites
12. Rapid distribution of produce whenever available
13. Assistance in warehouse organization & cleanliness
14. Daily use of warehouse equipment such as forklift, pallet jacks, scales, truck gate lifts and Reefer equipment

Reporting:

1. Complete daily/monthly vehicle mileage log
2. Maintain and submit all receipts, bills of lading, etc. on daily basis as received
3. Accept, record, weigh and accurately receipt delivery of donations
4. Submit date of delivery, description, expiration dates and accurate weights to Product Management Specialist

5. Provide feedback on the retail pick up program
6. Accurately and timely completion of all deliveries to agencies
7. Report any vehicle problems to the Supervisor immediately

Support of Agency Mission and operations:

1. Assist in warehouse organization, truck loading/unloading, and inventory management
2. Relationship building, superior customer service to all vendors and agencies
3. Accept other duties or tasks as assigned

Supervisory Responsibilities: Volunteers

Qualifications and Skills Requirements:

1. High School Diploma, 3-5 years of work experience
2. CDL B, good driving record
3. Forklift certification a plus
4. Ability to effectively manage numerous projects simultaneously and work independently
5. Ability to build relationships with agencies and professional organizations
6. Ability to effectively communicate required standards in a style of coaching and support
7. Ability to work well with other staff in a collaborative effort to improve services
8. Personal integrity and awareness of ethical principles, personal appearance that reflects self-respect, willingness to accept assignments involving flexible work hours
9. Demonstrated skills in effective communication and listening.
10. Demonstrated ability to record and provide written reports
11. Dependable transportation and sufficient insurance
12. Meet the most current regulations stipulated by the Ohio Department of Transportation for commercial drivers such as annual physicals, drug screening, etc

Work Environment: Typical office and warehouse environment, with regular exposure to excessive noise, adverse environmental issues, and cooler and freezer temperatures

Physical Demands: Position requires physical exertion to sit, stand, walk, stoop, and communicate verbally by phone or in person with members and donors. Maximum unassisted lift 50 lbs, normal lift 40 lbs