

JOB DESCRIPTION

JOB TITLE: CDL Licensed Mobile Food Pantry Driver/Site Coordinator

REPORTS TO: Food Resource and Transportation Manager

SUMMARY: This position is responsible for being the site coordinator of the Mobile Food Pantry Sites, including volunteers, organizing food line, and safe distribution of food.

Specific Responsibilities for Mobile Food Pantry Driver/Site Coordinator:

1. Pull and record assigned product according to set procedures, then load truck with appropriate food. After returning, record and put away the remaining product according to set procedures.
2. Maintain a safe and respectful environment for our volunteers and clients at Mobile Food Pantry distributions.
3. Treat all clients and volunteers in a respectful manner.
4. Make sure all client and volunteer information is completed correctly at each site.
5. Supervise volunteers in setting up food line and safe distribution of product.
6. Some evening and weekend work required.

Specific Responsibilities for CDL Driver:

1. Adhere to Weld Food Bank core values.
2. Must have valid Colorado driver's license and CDOT medical certificate.
3. Drive Weld Food Bank vehicles in a safe manner obeying all traffic laws while maintain control of the vehicle at all times.
4. Must comply at all time with the "Eyes and Ears on the Road...Hands on the Wheel" policy. (Attached)
5. Pick up and deliver products in a timely manner and weigh and record product according to set procedures ensuring inventory control procedures are adhered to. Place incoming product in the appropriate location in the warehouse.
6. Comply with laws and regulations in accordance with the food safety standards of AIB, Feeding America, Health Department, Fire Department, and USDA.
7. Must be able to complete and pass ServSafe Basic Food Handler Training.
8. Check vehicle before and after use, using the daily pre and post check logs.
9. Maintain truck cab and box in a clean and sanitary condition.

10. Ensure food safety is maintained at all times.
11. Ability to operate a hand truck, pallet jack, electric pallet jack, and forklift, or ability to be successfully certified.
12. Good physical condition and able to lift at least 50 pounds.
13. Maintain a professional appearance when representing Weld Food Bank to donors, vendors, and agencies in a positive manner.
14. Able to read and comprehend; competence in basic mathematics; write accurately and legibly.
15. Foster a team effort and work with the staff and volunteers to promote a clean, safe, and positive work environment.
16. Maintain confidentiality.
17. Other duties as assigned.

Qualifications:

Insurable by Weld Food Bank's insurance company.

Valid Colorado State CDL driver's license.

Current CDL Medical Certificate.

Ability to operate a hand truck, pallet jack, forklift and other mechanized warehouse equipment.

Good physical condition and able to lift at least 50 pounds repetitively.

Able to read and comprehend; competence in basic mathematics; write accurately and legibly.

Able to switch duties frequently, scheduled pickup can change quickly

Supportive of the mission of the WFB and sensitive to the needs of the hungry in our community.

Some evening and weekend work may be required.

Performance Expectations:

1. Current CDL drivers license and Medical Certificate.
2. Product is transported and delivered in compliance with food safety standards.
3. Company equipment is operated in a safe manner; equipment is maintained according to cleaning and maintenance schedules.
4. Responsibilities are completed with strict adherence to WFB Safety Manuel.
- 5.. Work area is kept clean and free of hazards.
6. Completes daily paperwork and reports accurately.
7. Flexibility is essential as daily schedules may change on a daily basis.
- 8 Maintains professional relationships with donors and agencies.
- 9.. Work cooperatively with WFB staff and volunteers.
10. Contributed to the successful operation of all WFB programs and operations.