

## **WELD FOOD BANK JOB DESCRIPTION**

TITLE: Driver, Non-CDL

REPORTS TO: Food Resource and Transportation Manger

### **Summary:**

Responsible for the pick-up and delivery of products and equipment for Weld Food Bank

### **Essential Duties and Responsibilities:**

1. Adhere to the core values of the Weld Food Bank.
2. Pickup and delivery products and equipment on a daily basis as directed by the Food Resource and Transportation Manager.
3. Submit bills of lading and receiving paperwork (green sheets) for all products transported.
4. Submit pre-trip/post-trip vehicle logs daily as required by the Department of Transportation.
5. Represent Weld Food Bank to donors, vendors, agencies in a positive, professional manner.
6. Maintain truck cab and box in a clean and sanitary condition.
7. Coordinate the loading and unloading of vehicles with other driving staff and warehouse personnel.
8. Other duties as assigned.

### **Qualifications:**

Insurable by Weld Food Bank's insurance company.

Valid Colorado State driver's license.

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.

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. Product is transported and delivered in compliance with food safety standards.
2. Company equipment is operated in a safe manner; equipment is maintained according to cleaning and maintenance schedules.
3. Responsibilities are completed with strict adherence to WFB Safety Manuel.
4. Work area is kept clean and free of hazards.
5. Completes daily paperwork and reports accurately.
6. Maintains professional relationships with donors and agencies.
7. Work cooperatively with WFB staff and volunteers.
8. Contributed to the successful operation of all WFB programs and operations.

**Classification:** Hourly

Updated: 5/2024