

Position Title: CDL Licensed Mobile Food Pantry Driver/Site Coordinator

Reports to: Food Resource and Transportation Manager

Classification: Hourly

Location: Weld Food Bank, 1108 H St, Greeley, CO 80631

Department: Operations

Hours: Mon-Fri 6:00am – 2:30pm (on-site)

Position Type: Permanent

Application Deadline: April 15, 2025

Hiring Range: \$20-22 per hour

Position Summary

The role involves coordinating Mobile Food Pantry (MFP) sites, overseeing volunteers, and organizing food distribution. Additional responsibilities include assisting with backpack deliveries, Farms to Families (F2F) distributions, summer feeding programs, snack distribution, food drives, and snow removal tasks.

Collaboration and Teamwork

- Uphold Weld Food Bank's core values and mission.
 - Foster a collaborative team environment with staff and volunteers.
 - Seek cost-effective improvements in food distribution.
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Responsibilities

Mobile Food Pantry Driver/Site Coordinator

- Pull, record, load, and put away products.
- Maintain a safe, respectful environment for volunteers and neighbors.
- Ensure accurate completion of neighbor and volunteer information.
- Supervise volunteers in setting up and distributing food.
- Assist in backpack deliveries and F2F distributions.
- Support summer feeding and snack distribution programs.
- Coordinate and assist in food drives.
- Handle snow removal duties.
- Some evening and weekend work required.

CDL Driver

- Hold a valid Colorado driver's license and CDOT medical certificate.
- Drive safely, obeying all traffic laws.
- Comply with the "Eyes and Ears on the Road...Hands on the Wheel" policy.
- Pick up and deliver products timely, ensuring inventory control.
- Comply with laws and regulations in accordance with the food safety standards of AIB, Feeding America, CDHS, Health Department, and USDA.
- Complete and pass ServSafe Basic Food Handler Training.
- Perform daily vehicle checks and maintain cleanliness.

- Ensure food safety at all times.
 - Operate warehouse equipment or be certified to do so.
 - Maintain a professional appearance and positive representation.
 - Read, comprehend, and perform basic mathematics accurately.
 - Foster a team effort and maintain confidentiality.
 - Check vehicle before and after use, using the daily pre and post check logs.
 - Maintain truck cab and box in a clean and sanitary condition.
 - Ability to operate a hand truck, pallet jack, electric pallet jack, and forklift, or the ability to be successfully certified.
 - Other duties as assigned.
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Qualifications

- Insurable by Weld Food Bank's insurance company.
 - Valid Colorado State CDL driver's license and current CDL Medical Certificate.
 - Ability to operate warehouse equipment.
 - Good physical condition, able to lift at least 50 pounds repetitively.
 - Competence in reading, comprehension, and basic mathematics.
 - Flexibility to switch duties frequently.
 - Supportive of Weld Food Bank's mission and sensitive to community needs.
 - Some evening and weekend work required.
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Performance Expectations

- Maintain a current CDL driver's license and Medical Certificate.
 - Transport and deliver products in compliance with food safety standards.
 - Operate and maintain equipment safely and according to schedules.
 - Adhere to Weld Food Bank Safety Manual.
 - Keep work area clean and hazard-free.
 - Complete paperwork and reports accurately.
 - Be flexible with changing schedules.
 - Maintain professional relationships with donors and agencies.
 - Work cooperatively with staff and volunteers.
 - Contribute to the successful operation of all programs.
 - Ensure timely and safe completion of snow removal tasks.
 - Exhibit an approachable presence and friendly personality.
 - Foster a positive and welcoming environment at distribution sites.
 - Collaborate effectively with fellow drivers and team members, sharing knowledge and expertise.
 - Assist and support team drivers, recognizing the benefits of teamwork and mutual assistance.
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Additional Qualifications

- Experience in a non-profit or food bank environment is preferred but not required.
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Additional Information

This job description provides a general overview of the position and is not intended to be a comprehensive listing of all responsibilities, duties, or skills required. Responsibilities may change or be added as needed to meet the evolving needs of the organization.

Equal Opportunity Employment

Weld Food Bank is an equal opportunity employer.

Accommodations

Weld Food Bank is committed to providing reasonable accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). If you require accommodations during the application process or in performing essential job functions, please notify us.

Commitment to Mission

Weld Food Bank is dedicated to supporting the community through food security initiatives. We are seeking individuals who are passionate about serving the community and contributing positively to our mission. We appreciate your interest in supporting Weld Food Bank's mission.

Updated: March 2025

If you're interested in contributing to this dynamic organization, please submit your current resume and cover letter confidentially to nicholas@weldfoodbank.org.