

Weld Food Bank Job Description

Position Title: Driver, Summer Feeding, Non-CDL, Class B

Reports to: Food Resource and Transportation Manager

Classification: Hourly

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

Department: Operations

Hours: Mon-Fri 7:00am – 12:00pm (on-site)

Position Type: Temporary

Application Deadline: April 20, 2025

Hiring Range: \$16-18 per hour

Position Summary: The Summer Feeding Driver is responsible for the timely and safe delivery of food products and related equipment to designated Summer Food Service sites for Weld Food Bank. The driver ensures that all deliveries are made according to schedule, maintaining food safety standards and upholding Weld Food Bank's reputation for professionalism and community support.

Collaboration and Teamwork

- Uphold the core values and mission of Weld Food Bank in all activities.
- Foster a collaborative team environment, working with staff and volunteers to promote a clean, safe, and positive workplace.
- Continuously seek opportunities to improve food distribution methods in a cost-effective manner.

Essential Functions:

- Deliver food products and equipment to feeding sites on a daily basis, as directed by the Food Resource and Transportation Manager.
- Complete and submit pre-trip and post-trip vehicle logs daily, in compliance with Department of Transportation requirements.
- Represent Weld Food Bank in a positive and professional manner, fostering relationships with staff, volunteers, donors, and partners.
- Maintain truck cleanliness and ensure it is in sanitary condition at all times.
- Coordinate the loading and unloading of vehicles with kitchen and warehouse personnel to ensure efficient and accurate deliveries.
- Ensure that deliveries are made at scheduled times, adhering to delivery timelines for Summer Food Service sites.
- Perform other duties as assigned by the Food Resource and Transportation Manager.

Qualifications:

- Valid Colorado State driver's license.
- ServSafe Food Handler for Food Banking certification (to be obtained within 2 weeks of hire).
- Ability to safely operate a hand truck, pallet jack, and other mechanized warehouse equipment.
- Good physical condition, with the ability to lift up to 50 pounds repetitively.
- Strong reading and comprehension skills, basic math competence, and the ability to write accurately and legibly.
- Supportive of the mission of Weld Food Bank and sensitive to the needs of the hungry in our community.
- **Performance Expectations:**

- Ensure all products are transported and delivered in compliance with food safety standards.
 - Operate company vehicles and equipment safely, adhering to maintenance and cleaning schedules.
 - Complete all responsibilities in strict adherence to the Weld Food Bank Safety Manual.
 - Maintain a clean and hazard-free work area.
 - Accurately complete daily paperwork and reports, including but not limited to DOT pre-trip and post-trip logs.
 - Cultivate professional relationships with donors and agencies, reflecting Weld Food Bank's commitment to community and collaboration.
 - Work cooperatively with Weld Food Bank staff and volunteers to achieve operational goals.
 - Contribute to the successful operation of all Weld Food Bank programs and initiatives.
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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.