

Route Driver - CDL

Job Description



Department: Operations
Reports To: Director of Operations
Employment Type: Non-Exempt

SUMMARY:

Maintain strong/favorable relationships with all participating donors; retrieve local donations; prepare and make deliveries; maintain accurate records; complete tasks in a timely and professional manner; etc.

Duties and Responsibilities:

- Maintain rapport with donors and/or their employees to foster continued support and a professional working relationship.
- Timely and professional execution of product donation pick-ups and deliveries for the Food Bank of Northwest Indiana.
- Inspect product donations to assure that safety and sanitation standards are met.
- Deliver food to agency sites and mobile pantry locations in a timely, accurate, and courteous manner.
- Complete and perform accurate follow-through on documentation for shipping, receiving, unloading and warehousing of product, as defined by the Food Bank of Northwest Indiana's policies and procedures.
- Maintain accurate records of vehicle operations and maintenance on a daily basis.
- Perform cleaning and light maintenance of vehicle(s) and equipment, reporting problems immediately.
- Maintain all current licenses, certifications and medical cards in accordance/compliance with the Food Bank of Northwest Indiana, state, and federal mandated requirements.
- Assist other warehouse staff with their responsibilities as directed by the Director of Operations.
- Load and offload company vehicles as required. Exercise safe lifting practices.
- Assist in maintaining an orderly and sanitary warehouse.
- Work with volunteers who assist in donor pick-ups and deliveries
- Perform other duties as assigned by the Director of Operations to satisfactorily complete agency goals and objectives.

Minimum Qualifications:

- Minimum of a High School Diploma or GED and at least two (2) years' paid professional truck driving experience, preferably in a food or food-related environment.
- Possession of a valid Indiana CDL Class B license and a BMV printout with no moving violations.
- Ability to safely operate all types of warehouse equipment, including, but not limited to, pallet jacks, forklifts, and dock levelers.

- Proven ability to work steadily and independently with minimum supervision and to follow standardized procedures.
- Demonstrated ability to maintain accurate records. Add, subtract, multiply, and divide units of weight successfully.
- Ability to safely exert force and/or lift or move items weighing 20 to 100 pounds occasionally, and up to 50 pounds frequently.
- Up to 2/3 of the time: walk, sit, squat, bend, twist and reach at various heights above and below shoulder level.
- Up to 1/3 of the time: push or pull; lift or carry large, heavy, awkward objects while maneuvering in a confined space; e.g., narrow aisles, high density storage areas, inside of a truck box, etc.; ascend or descend flights of stairs; climb in or out of trucks, docks and/or forklifts.
- Work inside freezers and coolers with a temperature of –10 degrees F. to 38 degrees F.
- Ability to work well with other staff and to relate well to donors and agency representatives. Speak to customers with poise, voice control and confidence, imparting information in a clear and understanding manner.
- Proven ability to operate as a team player and establish and maintain good relationships with people of various ages, educational, ethnic and socioeconomic backgrounds.
- Ability to perform duties in accordance with the Food Bank of Northwest standard operating procedures.

HOW TO APPLY:

Email résumé and cover letter to: jobs@foodbanknwi.org.