



Route Driver – Temporary Job Description

Department: Operations

Reports To: VP of Operations & Programming/Program Manager

Employment Type: Non-Exempt

SUMMARY:

Maintain strong/favorable relationships with community partners and clients; 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.
- Maintain highest level of customer service when interacting with clients during deliveries.
- Complete assigned route/case load daily
- Effectively and efficiently pick up and deliver food or other items as assigned by VP of Operations and/or Program Manager.
- Inspect boxes during deliveries to assure that safety and sanitation standards are met.
- 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.
- Load and offload company vehicles as required at the end of each day.

Minimum Qualifications:

- Minimum of a High School Diploma or GED.
 - Possession of a valid drivers license.
 - Minimum of a clean driving record.
 - Must pass pre-employment drug screen.
 - 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 lift items weighing 20 to 100 pounds occasionally, and up to 50 pounds frequently
- **HOW TO APPLY:** Email résumé and cover letter to: jobs@foodbanknwi.org.