

FOOD BANK FOR THE HEARTLAND

Position Description

Position Title: Class A CDL Driver

Reports to: Transportation Supervisor

FLSA status:

Incumbent's signature:

Date:

Supervisor's signature:

Date:

Position purpose:

Responsible for loading, driving and unloading any Food Bank for the Heartland vehicles used to pick up or deliver product to our agency partners, donors and programs.

Essential accountabilities:

1. Responsible for deliveries to agency partners or pick up from donors as assigned daily utilizing strong customer service skills.
2. Loading and unloading of trucks including dry, frozen and cooled products.
3. Weighing in and accurately completing paperwork for all donated products.
4. Completion of daily pick up logs, temperature logs, mileage logs and daily transportation checklists.
5. Complete route per specified manifest.
6. Responsible for backing up other drivers when needed.
7. Responsible for vehicles being kept clean and in proper working order.
8. Provide Warehouse assistance as directed by supervisor.
9. Maintain CDL license as regulated by the DOT and DMV
10. Other duties as assigned.

Knowledge, skills, and abilities:

1. Commitment to the FBH's mission and values
2. Legible handwriting
3. Basic arithmetic skills
4. Forklift and pallet walker certification
5. Good oral and written communication skills
6. Demonstrated history of customer service
7. Routinely lift 50 pounds

Education and experience:

1. High school diploma or GED required
2. Warehouse experience desirable
3. A valid CDL, Class A license and medical card required

Working conditions:

1. Pre-employment and random drug screening as required by DOT
2. Extensive driving of commercial trucks from 16 to 53 feet in length.
3. Occasional weekend and overnight work
4. Occasional severe weather and difficult road conditions