



FOOD BANK FOR THE HEARTLAND Position Description

Position Title: Driver - Class B CDL
Reports to: Warehouse & Transportation Manager
FLSA status: Hourly Full-time; Non-Exempt

Position Purpose:

Responsible for loading, driving and unloading Class B Level 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.
2. Daily use of strong customer service skills when interacting with external stakeholders.
3. Loading and unloading of trucks including dry, frozen and cooled products.
4. Accurately completing paperwork for all donated products.
5. Completion of daily pick up logs, temperature logs, mileage logs and daily transportation checklists.
6. Complete any additional Department of Transportation regulated paperwork.
7. Complete assigned route per specified manifest.
8. Supporting transportation workload by helping load other trucks for additional drivers when needed.
9. Responsible for keeping vehicles clean.
10. Maintain CDL license as regulated by the Department of Transportation (DOT) and Department of Motor Vehicles (DMV)
11. Maintain Medical Card as regulated by the DOT and DMV
12. Other duties as assigned.

Knowledge, Skills and Abilities:

1. Commitment to the FBH's mission and values
2. High school diploma or GED required
3. A valid CDL, Class B license and medical card required
4. Forklift, dolly and pallet jack experience preferred
5. Warehouse experience preferred
6. Able to work in a team

Incumbent's signature:

Date:

Supervisor's signature:

Date: