



FOOD BANK FOR THE HEARTLAND

Position Description

Position Title: Driver - Class A CDL

Reports to: Warehouse & Transportation Manager

FLSA status: Hourly Full-time; Non-Exempt

Position Purpose:

Responsible for loading, driving and unloading Class A 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 and program 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 digital pick up logs, temperature logs, mileage logs and daily transportation checklists.
6. Complete any additional Department of Transportation regulated manifests and paperwork.
7. Complete assigned route per specified manifest and/or digital log books.
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 A license and medical card required
4. Forklift, dolly and pallet jack experience preferred
5. Warehouse experience preferred
6. Able to work in a team
7. Routinely lifts 50lbs

Reviewed 4/2018

DLove

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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

Incumbent's signature:

Date:

Supervisor's signature:

Date:

Reviewed 4/2018

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