

FOOD BANK FOR THE HEARTLAND
Position Description

Title: KCK Summer Program - Driver & Site Assistant

Reports to: Child Hunger Programs Coordinator

FLSA status: Part time, Exempt

Position purpose:

Responsible for loading, driving, unloading, and cleaning food trucks for Food Bank for the Heartland Network Relations programs and ensuring program compliance with SFSP rules and regulations.

Essential accountabilities:

- Responsible for driving food truck to make deliveries for summer feeding program
- Daily use of strong customer service skills when interacting with external stakeholders and community members
- Loading and unloading of trucks including food and food service supplies
- Accurate completion of daily pick up logs, mileage logs, daily transportation & safety checklists, and driver check lists
- Prepare truck for food service at each distribution site, including trash
- Assist site monitor in engaging with participants and enforcing compliance issues
- Responsible for vehicle being kept clean and in proper working order – in accordance with food safety cleaning procedures

Knowledge, skills, and abilities:

- Commitment to the FBFH’s mission and values
- High School Graduate or GED
- Ability to work with people
- Lift and transfer up to 50 pounds
- A valid driver’s license in good standing required; Over age 21

Physical Demands:

Must be able to remain in standing and moving position 90% of time. Heavy work. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects. Repetitive movement of hands, arms and legs.

Working Conditions:

The worker is subject to hazards including close proximity to moving mechanical parts, moving vehicles, electrical current, exposure to heat and cold or exposure to chemicals.

Employee Signature

____/____/_____
Date

Supervisor’s signature

____/____/_____
Date

Revised: 3/25/19 MB

Revised: 3/29/19 LB