

FOOD BANK FOR THE HEARTLAND

Position Description

Position Title: Driver - Class A CDL

Reports to: Transportation and Facility Manager

FLSA status: Hourly Full-time; Non-Exempt

Position Purpose:

The Driver - Class A CDL will support the mission of Food Bank for the Heartland (FBFH) to reduce food insecurity by overseeing the operational aspects of fleet operations. This role will serve as the support in logistical co-operation between multiple departments. In addition, this role is accountable for achieving operational results by supporting departmental strategies and specific objectives in alignment with FBFH's strategic plan.

Essential Accountabilities:

- Provide timely and accurate deliveries to agency and program partners as designated by transportation manifests. When unforeseen circumstance requires advanced or delay delivery times, communicate with partners to allow them to make needed adjustment.
- Use delivery tickets to accurately load and unload of trucks including all dry, frozen, and cooled products.
- Follow FBFH guidelines as delineated in the FBFH Agency Manual and as communicated by the Transportation and Facility Manager in regard to agency delivery. Communicate to designated Community and Partner Support Representative of any partner concerns or issues.
- Ensure excellent customer service to agency partners providing timely, attentive, upbeat service. Ensure customer needs are met in a manner that reflects positively on FBFH. Promptly report any concerns about agency partner performance to supervisor or designated Community and Partner Support Representative.
- Provide timely pick up from retail, producer and manufacturing donors. Ensure excellent customer service and promote FBFH with food donors.
- Promote and demonstrate FBFH mission and values to stakeholders and communities while performing work duties.
- Follow all driving and hauling rules of the department of transportation and the department of motor vehicles. Immediately report any accidents or incidents of violation to supervisor.
- Accurately complete paperwork for all donated products. Ensure ongoing communication with receiving department in order to process donated food in an accurate and timely manner.
- Complete and document all food and vehicle safety checks including but limited to daily digital pick up logs, temperature logs, and daily transportation checklists.
- Complete and document any additional Department of Transportation regulated manifests and paperwork.
- Support transportation department workload by assisting other drivers in the loading or unloading of unassigned trucks as needed or when requested.
- Keep your assigned vehicle clean and maintained inside and out. Clean out the interior of vehicle daily disposing of any trash. Ensure regular cleaning of the vehicle exterior to represent and promote FBFH brand.
- Ensure upkeep and maintenance of vehicle and all equipment. Report any equipment or vehicle issues to supervisor.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Commitment to the FBH's mission and values
- High school diploma or GED required

- A valid CDL, Class A license and medical card required
- Forklift, dolly, and pallet jack experience preferred
- Warehouse experience preferred
- Able to work in a team
- Routinely lifts 50lbs

Education and Experience:

- Maintain CDL license as regulated by the Department of Transportation (DOT) and Department of Motor Vehicles (DMV)
- Maintain Medical Card as regulated by the DOT and DMV

Working conditions:

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

Physical Demands

While performing the duties of this job, the employee must be able to lift and/or move up to 50 pounds and be able to use appropriate equipment to lift and move greater amounts. Sit for long periods of time, repeat the same movements. Must be able to work in high traffic areas with forklifts, pallet jacks, and moving objects. While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear, and speak.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

While performing the duties of this job, the employee typically works in a fast-paced work environment spending most of the shift on their feet on concrete floors. The employee must be able to work in various weather and temperature conditions to include extreme heat, humidity and cold. Must also be able to work inside refrigerated areas where food is kept. Throughout the work shift, the employee will be exposed to warehouse air and noisy work environment.

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

_____/_____/_____
Date

Supervisor Signature

_____/_____/_____
Date