

York County Food Bank JOB DESCRIPTION

Job Title: Truck Driver
Department: Warehouse
Reports to: Warehouse Supervisor
Classification: Part-time, Non-exempt
Date: January 4, 2018

About York County Food Bank

Looking for mission-driven work? Do you want to start each day knowing you are going to put nutritious food in front of hungry people? Do you want to go home each day knowing you've made a difference for families, seniors and those in need?

The York County Food Bank (YCFB) provides food to an average of more than 6,000 people each month, YCFB mobilizes individuals, companies, and community partners to connect our local residents to the food they need. With a strong commitment to nutrition, YCFB also works hard to distribute fresh produce to those in need.

Job Summary

The Truck Driver operates company vehicles to make food deliveries to our partner agencies, pick up food donations from donors and follows all DOT and Safety Rules/Regulations. Monitors the physical and mechanical condition of vehicles to help maintain a safe and efficient truck fleet.

Essential Duties and Responsibilities

- Drive vehicle to transport food following all food safety regulations to and from the food bank to agencies, from donors and other areas as assigned;
- Load, unload and clean truck, regularly;
- Count and separate food donations or purchased products by product type while unloading the company vehicle;
- Communicate knowledgeably with co-workers, donors and clients about the York County Food Bank and associated situations;
- Assist with special events and distributions of York County Food Bank products;
- Assist with operations as needed, and directed by the Warehouse Supervisor;
- Demonstrate willingness to perform whatever duties are necessary in the development and maintenance of the organization.
- Other duties as assigned.

Education and Experience

- High School diploma
- Minimum 5 years of driving experience
- Must have or obtain a DOT medical card

- Satisfactory safe driving record

Job Knowledge, Skills and Abilities

- Demonstrated knowledge of the Department of Transportation's standards for commercial driving.
- Ability to work with a diverse group of individuals, including clients of the York County Food Bank, either autonomously or in a team environment.
- Ability to read a map, follow GPS or instructions while navigating to various locations within Central PA.
- Must exhibit excellent customer service skills while interacting with YCFB staff, donor, agencies and or clients at all times.
- Effective interpersonal and problem-solving skills.
- Demonstrated ability to maintain a level of professionalism, promoting York County Food Bank's community spirit and mission.
- Committed to organizational mission of ending hunger.

Physical Requirements

- Ability to operate a motor vehicle, forklift, or pallet jack with a valid license.
- Regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear.
- Frequently required to stand; walk; and stoop, kneel, crouch or crawl.
- Occasionally required to sit and climb or balance.
- Must regularly lift and/or move objects up to 20 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

- Drives in traffic, and throughout the community
- General food distribution center; contains moving forklifts and pallet jacks
- Frequent exposure to changes in temperature conditions
- Regular business hours; extended hours when necessary and for special events.

Hours: Weekdays. No nights, no weekends. Approx. 10 hours a week.

Compensation: \$11 an hour.

Approvals

Supervisor Signature

Date

Executive Director Signature

Date

The Duties and Responsibilities, Skills and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.

I have read the above job description, understand the duties and responsibilities and I am able to perform the duties and responsibilities with or without accommodation.

Employee Signature

Date