

YUMA COMMUNITY FOOD BANK JOB DESCRIPTION DRIVER

POSITION REPORTS TO:	Operations and Production Services Manager
LOCATION:	Yuma Office
DEPARTMENT:	Operations
CLASSIFICATION:	Non-Exempt
WORK HOURS:	Full-time, Monday–Friday, 40 hours per week; occasional Saturday
SALARY RANGE:	\$19-\$24 HOURLY
SUPERVISES:	N/A
BENEFITS:	Medical, Dental, Vision, Retirement (SIMPLE IRA with employer match of up to 3% available after 12 months of employment.)

DISTINGUISHING FEATURES OF THIS POSITION:

The Driver supports the mission of the Yuma Community Food Bank by providing for the pickup and delivery of products in Yuma and surrounding areas, to include grocery stores, commissary, bread discount stores, coolers, and food drive locations; providing warehouse support for on-going programs; and delivering products to program recipients. The percentage of time spent on driver versus warehouse activities varies during peak versus non-peak business periods throughout the year.

ESSENTIAL FUNCTIONS:

- First point of contact for the organization demonstrates a professional demeanor in all interactions with visitors, volunteers, Board members, donors and agency representatives
- Assist in maintaining incoming logs for donated products
- Ensure all incoming product receipts are entered into CERES software
- Off load trucks after returning from pick-ups of donated products
- Assist in general warehouse duties when not actively involved in driving duties
- Liaison between agencies, affiliate food banks and YCFB
- Maintain goodwill with agencies and donors
- Present a positive image of the YCFB to all donors, agencies and other outside contacts,
- In conjunction with the Driver Lead ensure your daily schedule is clear to enhance the abilities of product pickup and delivery
- Maintain logs on to the assigned vehicle and ensures preventive maintenance is conducted as needed
- Assist the Driver Lead in the shipping and receiving of product to include loading and unloading of truck with the use of a forklift, pallet jack or other material handling devices and proper storage within the warehouse as assigned
- Forklift and pallet jack operations
- All other duties as assigned by the Operations and Productions Services Manager

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Transit research methodologies and practices
- Principles and practices involved in transit system planning and operation
- Vehicle service methods and procedures
- Federal, state, and local guidelines, regulations, and programs relating to transit and safety
- Understand and follow oral and written instructions in the English language

- Be extremely reliable, punctual, self-motivated and organized
- Navigate Yuma and outlying communities to make timely deliveries to the sites via maps, Map quest or personal knowledge of the area
- Utilize good interpersonal skills - this work requires agency and food bank staff interaction and cooperation

PHYSICAL DEMANDS: 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste or smell; regularly required to stand and walk; and frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. May occasionally be required to lift up to 25 pounds.

OFFICE ENVIRONMENT: Moderate. General warehouse climate variations including excessive cold in refrigeration units and heat during the summers. Off site: Frequently working outside for several hours when on distributions.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or equivalent

Experience: Minimum 5 years of driving experience. Must have organizational skills. Multi-Tasked oriented and need little or no supervision to complete tasks.

Licenses: Valid Arizona CDL driver's license insurable through YCFB. Current physical card.

ACKNOWLEDGMENT

I, _____, understand and agree with the content of the above job description and hereby affirmatively represent and otherwise warrant that my conduct and job performance will comply therewith. It is further acknowledged, agreed and understood that the execution of this Acknowledgment in no way, whatsoever, creates or implies a contract of employment between the Yuma Community Food Bank and me. I fully acknowledge, agree and understand that my employment with the Yuma Community Food Bank is at the will of the Yuma Community Food Bank and that my employment therewith may be terminated at any time, for any reason or for no reason at all. I further acknowledge, agree and otherwise warranty that at no time will I allege or otherwise contend that the execution of this Acknowledgment created a contract of employment between myself and the Yuma Community Food Bank, whether express or implied in nature.

Signature

Date