



**Title:** Delivery Driver / Warehouse Associate  
**Status:** Fulltime, Hourly, Non-Exempt, up to \$14 per hour  
Benefit Package Included - Wage Dependent upon Qualifications and Experience  
**Reports to:** Director of Operations  
**Posting Date:** 11/01/2019  
**Closing Date:** When Filled  
**Hire Date:** ASAP

**Summary/Purpose:**

As a Warehouse Associate and Vehicle Driver, the chosen candidate will work in a team setting to achieve warehouse and overall Foodbank operational goals. Candidate will safely operate a RBFB vehicle to accurately and efficiently transport food donations and agency deliveries within our service area and perform warehouse duties including receiving, picking orders, packing, loading, unloading, storage and distribution of Foodbank product. Candidate will become part of an experienced team doing its part to help end hunger within the RBFB service area.

**Essential job functions**

- Timely and professional execution of product donation pickups and agency deliveries
- Promptly and safely load and unload trucks on location and at delivery sites
- Ability to move product using a forklift and/or pallet jack
- Provide excellent customer service to donors and their employees as well as to partner agencies to foster continued support and a professional working relationship
- Complete and perform accurate follow-through on documentation for shipping, receiving, loading and warehousing of product as defined by RBFB policies and procedures
- Comply with safety policies and programs developed for vehicle and warehouse operations
- Maintain and ensure the accuracy of vehicle mileage and fuel logs as required by the RBFB and relevant regulatory entities
- Inspect product donations to ensure that safety and sanitation standards are met
- Be familiar with and comply with all aspects of the Foodbank's Food Safety Programs, Policies and Procedures.
- Perform routine inspections, cleaning and light preventative maintenance on vehicles and warehouse equipment, reporting problems and concerns immediately to the Director of Operations
- Pick orders, pulling and packing, shipping and receiving, and assist with shipping and receiving paperwork
- Accurately and efficiently fill, stage and load agency orders
- Maintain all current licenses, certifications and medical cards in accordance/compliance with RBFB, State and Federal mandated requirements
- Other Duties as Assigned.

**Skills, Education and Experience**

- Any combination of education and experience equivalent to graduation from high school
- Previous verifiable Vehicle Operation/Truck Driving Experience is required, preferably in a food distribution or food-related environment
- Forklift operation and warehousing experience highly desirable
- Be able to lift 50 pounds or more
- Must possess effective verbal and written communication skills
- Basic Math Skills
- Self-Starter
- Strong Work Ethic
- Strong External Customer Focus and Excellent Customer Service Skills
- Must be able to multi-task, work in a fast-paced environment, be able to follow instructions, work as a team and be detail oriented

**Certificates, Licenses and Registrations**

- Unencumbered Class A or B – CDL Driver's License
- Legal Right to Work in the United States
- Minimum High School Diploma or GED

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, or crouch; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here 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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Dress is casual unless circumstances dictate otherwise. RBFB shirts are provided. The River Bend Foodbank warehouse hours are 6:00 a.m. to 2:00 p.m. and office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. The normal workday will be 8 hours a day Monday through Friday between 6:00 a.m. and 4:30 p.m. A set schedule will be provided at the time of your interview. The nature of our operation requires that work hours may vary and occasionally include Saturdays. There may be an opportunity to work limited overtime.