RIVER BEND FOOD BANK

Job Title: **Driver & Warehouse Associate – Galesburg, IL Branch – CDL Required**
Status: Full Time, Hourly/Non-Exempt
Department: Operations
Reports to: Site Director, Galesburg, IL Branch
Date: September 2, 2026
Pay Range: $22.00 - $30.00/hour

SUMMARY

This position operates commercial vehicles to pick up and deliver product within the River Bend Food Bank's (RBFB) service area and performs warehouse duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following responsibilities are representative but not exhaustive. Additional duties may be assigned as needed.

- Safely operates a commercial vehicle between the RBFB warehouse and partner agency locations.
- Loads and unloads products using a forklift or pallet jack, as necessary.
- Inspects donated products to ensure they meet safety and sanitation standards prior to transport.
- Assists with order fulfillment by picking, packing, labeling, and processing related paperwork.
- Provides outstanding customer service to donors and partner agencies by responding to questions and offering requested information.
- Adheres to all safety policies and procedures, promptly reporting any urgent concerns to management.
- Complies with RBFB's Food Safety Program and all ServSafe food handling guidelines.
- Performs routine inspections, cleaning, and basic maintenance of warehouse facilities, equipment, and vehicles as directed.
- Maintains positive working relationships with agency staff, drivers, RBFB personnel, volunteers, donors, and members of the public.
- Accurately records vehicle mileage and fuel usage in accordance with RBFB and regulatory guidelines.
- Ensures vehicles receive timely inspections and maintenance per manufacturer recommendations and warranty terms.
- Maintains all required licenses, certifications, and physical qualifications in compliance with RBFB policies and applicable D.O.T./FMCSA regulations.

QUALIFICATIONS

- High school or equivalency degree, plus positive work history and previous commercial vehicle experience, preferably in a food distribution or food-related environment.
- Possession of a valid Class A or B commercial driver's license and the ability to meet insurability requirements for operating an organization vehicle required.
- Previous forklift and warehousing experience preferred.
- Ability to obtain ServSafe certification.
- Strong work ethic and self-initiative.

- Strong sense of teamwork with effective verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to multi-task in a fast-paced environment and follow instructions.
- Accurate data entry and basic math skills.
- Ability to work occasional evenings and Saturdays.
- Willingness to support the mission of the organization and to help end hunger in our area.
- Ability to successfully complete a pre-employment criminal background investigation, D.O.T.-compliant driving and safety record verification and drug test.

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 walk and stand; use hands and fingers to feel; reach with hands and arms, including overhead and from the floor; speak and hear; and operate a commercial vehicle. The employee is frequently required to bend, stoop, kneel or crouch, and occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move over 50 pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, with the ability to read from a computer or electronic device, read labels and identify information, and to safely operate a forklift and commercial motor vehicle.

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 function.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions when driving a vehicle and loading/unloading product. The noise level in the work environment is usually moderate and frequently loud during the moving of product.