



I. JOB TITLE: Driver

Reports to: Director of Operations
Location: Birmingham, AL
Salary Range: \$14 per hour, plus benefits
Status: Non- Exempt
Type: Full time

II. JOB FUNCTION

Position is responsible for safe and efficient daily warehouse operations, delivery of food to clients, and pick up of donations from donors in the service area. Develop and maintain donor and partner relationships with excellent customer service skills.

III. BACKGROUND

The Community Food Bank of Central Alabama is a nonprofit, tax exempt charity. We feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying 10 million meals a year to 230 food pantries, shelters and children's programs in 12 counties of Central Alabama. We also create healthy food access through direct service programs. For example, we feed children at risk of hunger during school breaks, deliver fresh produce and other staples to residents living in isolated communities and provide food to under-nourished mothers of critically ill infants through on-site hospital food pantries.

IV. DUTIES AND RESPONSIBILITIES

- Warehouse receiving, order picking and distribution. Assure proper handling of supporting documentation in compliance with internal control procedures.
- Assist in opening and closing warehouse daily using best practice methods.
- Maintain good working knowledge of warehouse inventory.
- Assist in facilitating monthly inventory, counting, and reconciliation.
- Assist in maintaining cleanliness and order in the warehouse and facility grounds.
- Must have keen time management skills and the ability to multitask.
- Ensure a FIFO system is used for all inventory.
- Route driver for timely execution of product pick-up and delivery from program partners, and donors.
- Complete and perform accurate follow-through on documentation for shipping, receiving, unloading, and warehousing of product, as defined by company policies and procedures.
- Perform inspection, cleaning, & light maintenance on all vehicles and equipment and report problems to Management. Maintain accurate records of vehicle operations and maintenance on a daily basis.
- Prepare truck/route for next day's business. This includes: refueling, maintenance checks, cleaning box truck inside and out. Inside cab must be clean, free of trash, and contain all proper safety equipment and insurance paperwork.
- Complete and sign off on daily vehicle safety and maintenance checklist
- Work with other team members in a cooperative and supportive way. Providing assistance and fill-in coverage for other positions.
- Load and offload company vehicles as required. Exercise safe lifting practices.

- Maintain rapport with donors and partners and their employees to foster continued support and a professional working relationship.
- Assist with volunteer activities as required.
- Perform other duties as assigned.

V. QUALIFICATIONS

- Requires High School Diploma or GED
- Must be a defensive driver with a Class D driver’s license, and provide current DMV printout with no moving violations.
- Become Serv-Safe certified; commit to upholding policies, principles and best practices for Food Safety.
- Assist in verifying food safety standards are met for products and packaging materials through visual inspection, product handling and temperature monitoring when applicable.
- Understand the personal responsibility to follow all safety policies, health rules, programs and procedures.
- Understand the personal responsibility to report all unsafe acts, environments, behaviors, accidents and incidents immediately.
- Box truck driving experience, preferably in a food-related environment.
- Ability to drive automatic and standard vehicles, operate standard warehouse equipment and demonstrated ability in maintenance of standard warehouse equipment.
- Strong commitment to safe work practices, particularly road/vehicle safety
- Clean appearance required
- Familiarity with Microsoft office products and inventory software systems
- Ability to manage multiple tasks with excellent organizational skills
- Ability to work well with other staff and to relate to donors and agency representatives.
- Ability to work steadily and independently with minimum supervision and to follow standardized procedures. Strong problem solving capability and ability to follow detailed instructions
- Ability to work diverse schedule

VI. ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to safely lift items up to 50 pounds frequently using safe lifting techniques
- Up to 2/3 of the time: walk, sit, squat, bend, twist, and reach at various heights above and below shoulder level
- Up to 1/3 of the time: push or pull; lift large, heavy, awkward objects while maneuvering in a confined space
- Work inside freezers and coolers with a temperature of -10 to 38°F. PPE provided.
- Strong commitment to quality record keeping, customer service, and operational efficiency without shortcutting processes

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.

Community Food Bank of Central Alabama is an equal opportunity employer and provider.
This job description does not constitute a contract.

I have read the above job description. I meet the qualifications and can perform the duties as described.

Applicant Signature

Date