

Rhode Island Community Food Bank

Job Description

Position Title: Driver

Reports To: Director of Operations

Status: Non-Exempt (hourly)



Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Position Summary: The RICFB Drivers deliver agency orders, participate in special events requiring transportation and pick-up local donations. They are accountable for working as team members by effectively communicating the transportation needs and vehicle status to the operations management team. Food Bank drivers are also expected to do their own loading and unloading and participate in daily warehouse tasks and projects as needed and assigned.

Duties and Responsibilities:

1. Work with the Director of Operations to effectively route vehicles making deliveries and pick-ups throughout the day.
2. Responsible for loading vehicles in the most efficient manner to ensure that deliveries can be made in the proper order for maximum efficiency.
3. Responsible for verifying orders by checking morning paperwork ensuring that all cold storage items are picked and loaded and having agency representatives check and sign for orders upon delivery.
4. Responsible for paperwork including filling out logs, recording temperatures for any cold storage products, and completing some receiving paperwork.
5. Must advise the Director of Operations of any maintenance issues regarding vehicles.
6. Work with the Director of Operations to develop and implement safety practices and training procedures for all vehicle use.
7. Responsible for identifying and reporting any irregularities regarding deliveries and donation receivings, ensuring that these issues are brought to the attention of the appropriate area of responsibility.
8. Ensure that the Director of Operations has the appropriate information to evaluate the efficiency of the program by completing all paper work including driver's logs, agency invoices, fuel receipts, etc.
9. Responsible for understanding the product flow and the overall food bank operation in general and specifically how the work of the transportation team effects other areas of the department.
10. Customer services duties include interacting with agencies on the delivery route and representing the food bank, its work and mission to any donors/customers/people encountered on the road.

11. Responsible for assisting with special events both at the food bank and occasionally off-site. Duties may include set-up, breakdown, serving as a food bank representative, etc.
12. Must have comprehensive knowledge of safety procedures, equipment handling & training. Must participate in departmental training and certification programs. Responsible for safely operating equipment such as hand trucks, pallet jacks and powered equipment such as electric pallet jacks, forklifts and reach trucks after the completion of in-house training.
13. Provide general warehouse support including but not limited to, cleaning, supply management and keeping warehouse in compliance with all regulatory codes (A2H, Dept. of Health, OSHA, RICFB).

Skills and Qualifications:

- Excellent communication or organizational skills.
- Knowledge of trucking procedures and a Class A or B CDL are required.
- Must have the ability to regularly lift up to 65 pounds.
- The ability to deal effectively in stressful conditions.
- High school diploma or GED.
- Forklift certification and experience using standard warehouse equipment including pallet jacks, man-ups and reach trucks.
- Experience with food warehousing and distribution preferred.
- The ability to work with groups of people at varying levels and positions within an organization.
- Ability to communicate effectively in a team environment consisting of other staff members and volunteers.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in a warehouse environment, on the road and at agencies in the community and is subject to varying temperatures (exposed dock, coolers and freezers, outside weather conditions) in all seasons. Regularly lifts and moves objects up to 65 pounds. Regularly uses standard warehouse equipment, including forklifts and pallet jacks. On occasion, works outside of normal working hours at events in the community or at the Food Bank.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

Employee Signature

Date