



Driver & Warehouse Assistant Position Description

Position Title Driver and Warehouse Assistant

Reports to Warehouse & Logistics Manager

FLSA Status Part-time Non-Exempt

Job Summary Be a part of an organization that has a direct impact on the lives of your hungry neighbors! We are looking for an employee with a positive attitude who truly wants to make a difference and be a part of a team that is directly addressing the food needs of Sheboygan County residents. This position is responsible for driving the Food Bank truck safely and efficiently - picking up donated products from various donors such as, grocery stores, restaurants, farmers, caterers, etc. Donated products are delivered to partner agencies or brought back to the Food Bank for redistribution. Drivers are required to positively act as ambassadors for Sheboygan County Food Bank (SCFB) to maintain and build donor relationships, agency partnerships, and community support.

Essential Duties and Responsibilities

- Represent SCFB in a professional, positive and efficient manner to increase our distribution abilities, enhance donor relationships and improve partner agency satisfaction.
- Safely and efficiently pick up a wide variety of donated products from grocery stores, restaurants, farmers, caterers, etc. on regular reoccurring routes. Drivers will from time to time be asked to pick up “call in” donations in addition to the regular route.
- Adjust route accordingly to meet the needs of our donors and our partner agencies.
- Load, unload and deliver donated goods to partner agencies (churches, shelters, etc.) for distribution to the community, or bring back to SCFB for distribution.
- Complete accurate reports including weight for donations received and donations delivered on a daily basis and provide this documentation to designated staff.
- Provide excellent customer service and communication to donors and partner agencies, including a timely response to phone calls and emails.
- Maintain a clean truck (cab of truck and food storage box) and any other equipment (pallet jacks, hand trucks/dollies, etc.)
- Perform vehicle pre-trip and post -trip inspections every morning for vehicle maintenance and safety. Complete required logs/reports pertaining to vehicles and route/delivery information.
- Must be able to drive a 16-foot box truck, legally, respectfully, and carefully.
- Must follow maintenance schedules for vehicles and notify the Warehouse & Logistics Manager when there are any issues with vehicles.
- Follow DOT regulations and safety standards.
- Perform other duties assigned by Warehouse & Logistics Manager.
- Check and weigh all donated food before proper storage at the warehouse and complete a daily pick-up sheet.
- Follow Department of Transportation regulations and safety standards.
- Assure proper food handling and storage at SCFB facilities.
- Attend staff and other required meetings and training opportunities.

Requirements

- Must be able to maintain a positive and respectful attitude as a representative of SCFB to: food bank staff, donors, partner agency personnel, board, clients and any other community members.
- Possession of a current and valid Wisconsin driver license with a for-hire (F) endorsement and a clean driving record.
- Ability to operate commercial delivery vehicles in a variety of weather and traffic conditions.
- Must pass a background check and a drug screening
- Must have the ability to manage time efficiently and work independently with minimum supervision using independent judgment for decision making.
- Must be able to effectively communicate and interact with people with diverse backgrounds and experiences.
- Must be able to work as a team.
- Must have clear understanding of and ability to articulate the mission of SCFB.
- Must be able to communicate orally and written.
- Ability to follow directions.

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 handle, or feel; reach with hands and arms. The employee is required to stand, walk, sit; the employee is required to climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds using proper lifting techniques, frequently lift and/or move up to 75 pounds using proper lifting techniques, and occasionally lift and/or move up to 100 pounds using proper lifting techniques. The employee must be able to bend, squat, and reach overhead repeatedly. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee must also be able to work in varying weather conditions and temperatures.

Preferred Qualifications

- High School Diploma or GED
- 1 to 3 years of customer service experience
- Excellent interpersonal communication skills
- Truck driving experience
- Food safety knowledge

Hours Part time day hours - to be determined

Starting Salary \$13.50 - \$15 per hour