



## Food Bank of South Central Michigan (FBSCM) JOB DESCRIPTION

### Mission & Vision

The mission of the Food Bank of South Central Michigan is to feed hungry people by collecting and distributing food and grocery products, advocating for hunger-relief programs and collaborating with others who address basic human needs. We believe that no one should go hungry and we are dedicated to building and sustaining a community that makes grocery products accessible to all people.

**Job Title:** Driver – CDL A or B

**Reports to:** Logistics and Receiving Manager

**WC Code:** 7380

**Prepared by:** Director of Finance and Human Resources

**FLSA:** Non-Exempt

**Approved by:** Executive Director

**Prepared:** 7/26/2013

**Revised date:** 8/21/2017

### General Description and Position Summary

This position is responsible for pickup and delivery of product in the FBSCM's service area in a safe, effective and efficient manner.

### Essential Duties and Responsibilities: (Other duties may be assigned)

- Timely and professional execution of product donation pick-ups and deliveries for the FBSCM.
- Maintain a rapport with donors and/or their employees to foster continued support and a professional working relationship.
- Maintain accurate records of vehicle operations and maintenance on a daily basis, in compliance with DOT regulations.
- Load and off-load company vehicles as required. Exercise safe lifting practices.
- Perform routine preventative maintenance and repairs, reporting any problems to the Logistics and Receiving Manager.
- Complete and perform accurate follow-through on documentation for shipping, receiving, unloading and storage of product as defined by FBSCM policies and procedures.
- Inspect product donations to ensure safety standards are met.
- Operate manual and electric pallet jacks, lift gates and dock plates.
- Maintain all current licenses, certifications, and medical cards, in accordance with FBSCM & state standards.
- Assist other warehouse staff with their responsibilities and perform additional duties as directed by the Logistics and Receiving Manager.

**Supervisory Responsibilities:** none

### Qualifications

- Minimum two years of professional truck driving experience, preferably in a food or food-related environment.
- Possession of a valid Michigan CDL A or B driver license and current medical card.
- Proven ability to drive the appropriate class of vehicle licensed for and operate standard warehouse equipment.
- Ability to maintain accurate records. Add, subtract, multiply, and divide units of weight successfully and record transactions with proper format and legibility.
- Ability to operate a hand-held scanner and desktop computer, such as picking or locating inventory, sending and receiving email and preparing basic memos. Working knowledge of English grammar, spelling and usage.
- Ability to communicate effectively with diverse audiences, including staff, donors and agency representatives.



### **Work Environment**

- Depending on the route the driver may operate the vehicle in moving freeway traffic or through congested surface streets. Work is performed in weather (wind, rain, snow, ice) that may make driving hazardous.
- The driver's back, leg, arms and hands have increased exposure to stress due to extended sitting for long times and vehicle vibrations. The driver's eyes have increased exposure to stress due to driving when there is illumination or in direct sunlight. The driver is exposed to exhaust fumes when standing near a running vehicle.
- Exert force and/or lift or carry items weighing 20 pounds to 100 pounds occasionally, and up to 50 pounds frequently.
- Up to 2/3 of the time: walk, sit, squat, bend, twist and reach various heights above and below shoulder level.
- Up to 1/3 of the time: push or pull; lift or carry large, heavy, objects.
- Work inside freezers and coolers with a temperature of -10 degrees F to 38 degrees F.
- Safety-toed shoes/boots are required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**The Food Bank is an equal opportunity employer**