



SOUTH MICHIGAN FOOD BANK

South Michigan Food Bank Driver CDL B

Mission & Vision

To enhance the quality of life for those struggling with hunger in South Michigan.

Job Title: Driver CDL B or C

Reports to: Logistics & Facilities Manager

Prepared by: C.O.O

Approved by: C.E.O.

Supervisory Responsibilities: No

WC Code: 7380

FLSA: Non-Exempt

Prepared: 7/27/2020

General Description and Position Summary

This position is responsible for pickup and delivery of product in a safe, effective and efficient manner in the 8 county South Michigan Food Bank service area, which includes Barry, Branch, Calhoun, Hillsdale, Jackson, Kalamazoo, Lenawee and St. Joseph counties.

Essential Duties and Responsibilities

- Execute product donation pick-ups and deliveries for the SMFB in a timely & professional manner.
- 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 SMFB 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 SMFB & state standards.
- Assist other warehouse staff with their responsibilities, and perform additional duties as directed by the Logistics and Facilities Manager.
- All routes local — home daily.

Qualifications

- Minimum two years of professional truck driving experience, preferably in a food or food-related environment.
- Possession of a valid Michigan CDL B or C driver license and current medical card.
- Proven ability to drive the appropriate class of vehicle licensed for and operate standard warehouse equipment.
- Maintain accurate records. Add, subtract, multiply, and divide units of weight successfully, and record transactions with proper format and legibility.
- 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.
- 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.



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- 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 often up to 20 lbs., frequently up to 50 lbs., and occasionally up to 100lbs.
- 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, 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.

South Michigan Food Bank is an equal opportunity employer.