



## Second Harvest Northern Lakes Food Bank Job Description

**Job Title:** Driver/Distribution Center Associate

**Job Summary:** The Driver/Distribution Center Associate is responsible for the acceptance and distribution of all Food Bank products; and the general maintenance, cleanliness, and organization of the Food Bank's facilities, equipment and vehicles.

The Driver/Distribution Center Associate spends more than 50% of his/her time performing Driver responsibilities.

**Reports to:** Operations Director

**Classification:** Non-Exempt

### Essential Functions:

1. Have working knowledge of all current Feeding America Manuals and information contained on "Hunger Net" as it relates to the Driver/Distribution Center Associate position.
2. Accurately process inventory transactions related to job functions in Ceres 5.
3. Cultivate positive relations with program participants, agencies, Food Bank staff, donors, volunteers and other constituents.
4. Make sound decisions regarding the acceptance and delivery of food and non-food item donations ensuring the quality of food selected and the safety of agency and program recipients.
5. Ensure the timely unloading, inspection, and inventory of all product arriving at the Food Bank and sign necessary admittance forms.
6. Organize and maintain the distribution center to ensure maximum cleanliness and efficiency of space.
7. Maintain and document daily cleaning schedule including the inside and outside of distribution center.
8. Pick and set up of orders for delivery and pick up.
9. Observe safety practices and procedures while in and out of the distribution center and while operating Food Bank equipment including, but not limited to, the forklift and delivery vehicles
10. Ensure the safety of all persons entering and departing the distribution center. Allow no one, except staff, to go into distribution center without the accompaniment of staff.

11. Load and check all orders departing Food Bank to ensure accuracy prior to delivery.
12. Inspect delivery vehicles, filling out appropriate inspection forms to be carried with during deliveries as well as reporting issues to the Driver/Distribution Center and Maintenance Associate and/or Operations Director.
13. Inspect Food Bank equipment reporting any maintenance issues to the Driver/Distribution Center and Maintenance Associate and/or Operations Director.
14. Inspect and ensure the cleanliness and sanitation of the vehicle's food storage areas.
15. Work with the Distribution Center Manager and Operations Director to develop and implement efficient pick up and distribution routes.
16. Work with the Food Resource Developer and Agency Relations Coordinator to ensure communication of donor and agency trends and to ensure positive relations with donors and agencies.
17. Provide supervision to volunteers and train them on project implementation including but not limited to: food safety practices, sanitation, labeling or other project requirements, and ensure their adherence to food bank policies.
18. Other duties as assigned by the Executive Director and/or Operations Director.

**Qualifications Required:**

- High School Education or equivalent experience
- Interest in hunger issues or related social services
- Strong communication and interpersonal skills
- Strong organization skills and an attention to detail
- Ability to work independently, exercising initiative and sound judgment
- Ability to work as a team with various staff members
- Sound data/record management
- Computer experience including familiarity with Microsoft Office
- Possess and maintain a valid CDL Class B driver's license, clean driving record, and medical card
- Ability to lift 50 pounds regularly, 100 pounds occasionally; frequently lift, bend and stand
- Satisfactorily pass pre-employment and on-going employment drug testing
- Forklift Operator Safety Training (may be obtained following hire)
- ServSafe® Certification (may be obtained following hire)

**Qualifications Preferred:**

- Knowledge of, or experience in, the food and/or transportation industry

In instances of a federal, state or locally declared emergency, Second Harvest is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Reviewed without revision 8/11/21