



EXTERNAL JOB POSTING

Posting Date: September 14, 2021
External Application Closing Date: Until Filled

Job Title: Driver/Distribution Center Associate

Department: Operations

Reports to: Operations Director

Hourly Range: \$18.00-\$19.00 (Starting)

Hours: 40 Hours per Week; Primarily Daytime, Monday-Friday

Benefits: Medical, Dental, Short Term Disability, Long Term Disability and Life Insurance, 401 (k) Plan, generous Vacation, Sick and Holiday Leave

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.

PRIMARY DUTIES:

- Cultivate positive relations with program participants, agencies, Food Bank staff, donors, volunteers and other constituents.
- Accurately process inventory transactions related to job functions in Ceres 5.
- 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.
- Work with the Distribution Center Manager and Operations Director to develop and implement efficient pick up and distribution routes.
- Other duties as assigned and/or outlined in the current Driver/Distribution Center Associate job description.

QUALIFICATIONS REQUIRED

- High School Education or equivalent experience
- Valid driver's license and clean driving record
- Ability to obtain and maintain CDL Class B Driver's License and medical card
- Satisfactorily pass pre-employment and on-going employment drug testing
- Ability to lift 50 pounds regularly, 100 pounds occasionally; frequently lift, bend and stand
- Interest in hunger issues or related social services
- Strong communication and interpersonal skills
- 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

QUALIFICATIONS PREFERRED:

- Prior driving experience
- Forklift Operator Safety Training (may be obtained following hire)
- ServSafe® Certification (may be obtained following hire)
- Knowledge of, or experience in, the food and/or transportation industry

Candidates should apply to Second Harvest Northern Lakes Food Bank at info@northernlakesfoodbank.org or mail to 4503 Airpark Boulevard, Duluth, MN 55811. For more information: www.northernlakesfoodbank.org/careers.

Second Harvest Northern Lakes Food Bank is an Equal Opportunity Employer
Second Harvest Northern Lakes Food Bank is a Drug and Alcohol Free Workplace