

Montgomery Area Food Bank Position Description

Position: Driver-Warehouse Assistant

Reports To: Transportation Supervisor

Description

This is a skilled and responsible vehicle operations, and manual food warehousing work position. Primary function of this position will be coordinating and conducting pick up and delivery of Food Bank product and assisting with vehicle operations and maintenance with secondary duties as a warehouse worker. The employee will be responsible for performing a variety of manual tasks relating to the transport and movement of food from, to and through a central warehouse. As a primary truck driver, employee will represent the food bank to local donors, expedite and execute the pickup of food items donated to the Montgomery Area Food Bank, and coordinate on and execute Mobile Pantry deliveries and deliveries to selected agencies. Responsibilities include loading and unloading trucks and assisting with deliveries as necessary, performing vehicle inspections, scheduling pickups and deliveries and assisting with required vehicle maintenance and keeping vehicles clean. Employee will also be the backup person responsible for the safe and timely transport of inmate labors to and from the food bank on a daily basis. Secondary duties will become primary any time scheduling, driving and maintenance duties are not being performed. These duties will include assisting in receiving and inventory control, customer service, sorting salvage and quality assurance, pulling orders, operating warehouse equipment (fork lift and pallet jack), storage of foods, and other related tasks which may be assigned. Employee will also be responsible for training and supervising inmate laborers while performing primary and secondary duties.

Qualifications

High school graduate or GED desired. Must possess a valid Alabama driver's license with a good driving record and possess a current and valid commercial driver's license. Must be able to lift 70 pounds. Must possess communication skills that help establish and maintain effective working relationships with other employees, agencies and volunteers and positively represent the food bank. Must have operating knowledge of warehousing procedures, occupational hazards and safety practices for warehouse handling and equipment moving, and the care and operation of associated equipment. Employee must be able to work on his own without close supervision, be flexible and able to work past scheduled time on short notice, and perform other related duties that are assigned.