



Job Title: **Delivery Driver**

FLSA Status: Part time Non exempt; scheduled hours determined by the Volunteer Coordinator; Hours vary, may include some evenings and weekends.

Reports to: Volunteer Coordinator

Revision Date: June 1, 2021

POSITION SUMMARY:

The Delivery Driver serves as a key member of the home delivered meals and grocery home delivery programs to distribute meals promptly to our home delivered meal and grocery recipients. He/She provides direct support to the Volunteer Coordinator in daily operations of home delivered meals and grocery deliveries as assigned. He/She ensures that the meals and groceries are delivered in a professional, safe, and cost effective manner.

ESSENTIAL FUNCTIONS:

1. Deliver meals promptly to our home delivered meal recipients. He/She's work as a delivery driver supports the staff and volunteers of Loaves & Fishes/Friendship Trays and ensures no meal goes undelivered.
2. Safely transport items to mobile pantries and ensure food is secured properly for transport.
3. Ensure that mobile pantries are amply stocked with healthy food for mobile pantry events.
4. Maintains a clean and safe vehicle and pantry environment. Follows all food safety, food handling and sanitation guidelines and regulations.
5. Assists the Volunteer Coordinator and Warehouse Coordinator with sorting and packing operations as deemed necessary.
6. Assist volunteers and other staff members with loading/unloading of mobile units or freight.
7. Operate equipment (hand trucks, pallet jacks, etc.) as necessary for distribution of food.
8. Complete daily, weekly, monthly and seasonal completion of cleaning checklists for vehicles and mobile units as assigned. Advise the Volunteer Coordinator of any vehicle and/or equipment maintenance requirements.
9. Respond to special needs presented by recipients/clients, donors, volunteers and participating pantries (e.g., volunteer coordination, traffic flow, schedule changes, etc.). Will report any meal recipient issues and updates, pantry schedule changes, closures, emergencies, incidents/accidents, equipment needs, etc. to the Loaves & Fishes/Friendship Trays Administration in a timely fashion.
10. Attend staff meetings/trainings and other meetings as required.
11. Represent the association as required by the CEO.

QUALIFICATIONS:

1. Minimum education requirements: high school diploma or equivalent degree.
2. Valid Carolina driver's license with an excellent driving record. Experience driving a box truck or large vehicle a plus
3. Use of your own vehicle (mileage will be reimbursed)
4. Previous delivery experience preferred, but not required
5. Excellent organizational and time management skills
6. Willing to work flexible schedule as needed
7. Ability to lift up to 50 pounds repetitiously
8. Proficiency in basic computer operations. (Microsoft Office-Outlook, Word, Excel)

9. High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative and an ability to manage multiple tasks and projects at a time.
10. Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
11. A passion for the mission of Loaves & Fishes – Friendship Trays is essential.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed annually and may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____