



Job Title: **Grocery Delivery Driver**

FLSA Status: Part-Time Non-Exempt

Scheduled hours determined by the Lead Program Coordinator, some evenings and weekends.

Reports to: Lead Program Coordinator

Hourly Rate: \$17. Includes some benefits.

Revision Date: 10/5/2022

---

### **POSITION SUMMARY:**

The Grocery Delivery Driver serves as a key member of the operations and outreach team assisting with distribution of groceries to food insecure households. The driver delivers groceries promptly to Grocery Home Delivery clients and other program clients. They provide direct support to the Lead Program Coordinator in daily operations of grocery distribution as assigned. They ensure that groceries are delivered in a professional, safe, and cost-effective manner. They will work collaboratively with operations and outreach team members to address transportation barriers and other systemic issues impacting food security.

### **ESSENTIAL FUNCTIONS:**

1. Deliver groceries promptly and successfully to Grocery Home Delivery clients and other program clients/recipients. Safely transport groceries by ensuring food is secured properly for transport.
2. Report any grocery client issues and updates, schedule changes, closures, emergencies, incidents/accidents, equipment needs, etc. to the Lead Program Coordinator, Social Services team, and Administrative team as appropriate in a timely fashion.
3. Follow all food safety, food handling and sanitation guidelines and regulations.
4. Operate equipment (hand trucks, pallet jacks, etc.) as necessary for distribution of food.
5. Maintain a clean and safe vehicle environment. Complete daily, weekly, monthly and seasonal completion of cleaning checklists for vehicles as assigned. Advise the Lead Program Coordinator and Community Outreach Director of any vehicle and/or equipment maintenance requirements.
6. Follow the North Carolina Driver's Manual while driving and obey all rules, signs (speed limit and otherwise) as well as exercise safe driving practices.
7. Participate in community outreach events and other requests from community partners to further Loaves & Fishes/Friendship Trays mission.
8. Respond to special needs presented by clients/recipients, volunteers, donors, partner agencies, and participating pantries (e.g., emergency referrals and deliveries, conflicts, volunteer coordination, traffic flow, schedule changes, etc.).
9. Attend staff meetings, staff trainings, and other meetings as required.
10. Participate in and support Loaves & Fishes/Friendship Trays' food- and fund-raising efforts.
11. Represent the organization as requested by the CEO.

### **QUALIFICATIONS:**

1. Minimum education requirements: high school diploma or equivalent degree.
2. Previous delivery experience preferred.
3. One or more years of community outreach experience preferred.
4. Valid Carolina driver's license with an excellent driving record. Experience driving a box truck or large vehicle a plus.
5. Use of your own vehicle when indicated/needed (mileage will be reimbursed).

6. Willing to work flexible schedule as needed.
7. Ability to lift up to 50 pounds repetitiously.
8. Excellent organizational, time management, and technological skills.
9. Proficiency in basic computer operations. (Microsoft Office-Outlook, Word, Teams, Excel)
10. Dependable, flexible, and punctual team player. Available to work evenings and weekends as needed.
11. High degree of initiative and an ability to manage multiple tasks and projects at a time.
12. High energy, positive “can-do” attitude with attention to detail.
13. Ability to work with sensitivity and empathy without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
14. A passion for the mission of Loaves & Fishes/Friendship Trays is essential.
15. Compliance with our Covid Vaccination and Testing Policy. All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. All employees who are not fully vaccinated will be required to undergo regular COVID-19 testing and wear a face mask.

**To apply, please use Grocery Delivery Driver in the subject line and email a cover letter, resume, and three professional references to [HR@loavesandfishes.org](mailto:HR@loavesandfishes.org).**