Job Title: **Truck Driver and Warehouse Team Member**
FLSA Status: Full time Non-exempt; scheduled hours determined by the Warehouse Coordinator; typically Monday-Friday 8AM-4:30PM and some evenings & Saturdays possible
Reports to: Warehouse Coordinator
Revision Date: 10.12.22

POSITION SUMMARY:

The Truck Driver/Warehouse Team Member serves as a key member of the warehouse team assisting with the collection, sorting, storage and delivery of donated and purchased goods. He/She provides direct support to the Warehouse Coordinator in daily operations and oversees volunteer groups as assigned. He/She ensures that the warehouse is a clean and safe work environment**.**

ESSENTIAL FUNCTIONS:

1. Daily driving of trucks and equipment for movement of food. (Box Trucks, Forklifts, Pallet Jacks). Perform scheduled pick-ups and deliveries of recurring donations and containers for food drives.
2. Weekly driving of trucks to pick up refrigerated and purchased items from grocers.
3. Implement efficient and effective sorting, packing and pulling practices to best prepare goods for pantry distribution while minimizing waste.
4. Assists the Warehouse Coordinator with Sorting Group operations as deemed necessary.
5. Assist volunteers and other staff members with loading/unloading vans or freight with forklift. Supervise the handling of hand operated equipment to move and store food. (Pallet Jacks, Hand Trucks, etc) Ensure orders are palletized and secured for transport to pantries.
6. Receive, retrieve and catalog weights of all donated food.
7. Manage stock rotation, processing, and distribution through a "First In – First Out" inventory management procedure.
8. Follow all food safety, food handling and sanitation guidelines and regulations.
9. Complete daily, weekly, monthly and seasonal completion of cleaning checklists for warehouse as assigned.
10. Assist in the overall maintenance of the warehouse and equipment. Advise the Warehouse Coordinator of any vehicle and/or equipment maintenance requirements.
11. Respond to special needs presented by clients, donors, and participating pantries (e.g., emergency orders, conflicts, warehouse tours, etc.).
12. Attend staff meetings/trainings and other meetings as required.
13. Represent the association as required by the Executive Director.
14. Participate in and support Loaves & Fishes' Fund-Raising Efforts.

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 18-26' required.
3. A pre-employment drug screen and background/MVR check is required.
4. Forklift certification or willingness to be trained to operate forklift.
5. Ability to lift up to 50 pounds repetitiously.
6. Warehouse/distribution experience preferred.
7. Ability to learn inventory tracking and organizational skills.
8. Basic computer operations. (Microsoft Office-Outlook, 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 is essential.
12. 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.

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:**