



Job Title: **(Friendship Trays) Delivery Driver**

FLSA Status: Part time Nonexempt; scheduled hours determined by the Volunteer Coordinator

Reports to: Volunteer Coordinator

Revision Date: June 6, 2023

Pay Rate: \$17.00 per hour

POSITION SUMMARY:

The Delivery Driver serves as a key member of the home delivered meals program to distribute meals promptly to our home delivered meal recipients. He/She provides direct support to the Volunteer Coordinator in daily operations of home delivered and business meals deliveries as assigned. He/She ensures that the meals are delivered in a professional, safe, and cost-effective manner. The Delivery Driver will complete his/her timesheet and mileage sheet electronically and submit it prior to the due date.

ESSENTIAL FUNCTIONS:

1. Deliver meals promptly to home delivered meal recipients and business clients.
2. Support the staff and volunteers of Loaves & Fishes/Friendship Trays and ensure no meal goes undelivered.
3. Safely transport items to ensure food is secured properly for transport.
4. Maintain a clean and safe vehicle environment.
5. Follow all food safety, food handling and sanitation guidelines and regulations.
6. Follow the North Carolina Driver's Manual while driving and obey all rules, signs (speed limit and otherwise) and exercise safe driving practices.
7. Complete daily, weekly, monthly and seasonal completion of cleaning checklists for vehicles as assigned. Advise the Volunteer Coordinator of any vehicle and/or equipment maintenance requirements.
8. Respond to special needs presented by recipients/clients, donors, and volunteers (e.g., volunteer coordination, traffic flow, schedule changes, etc.). Will report any meal recipient issues and updates, schedule changes, closures, emergencies, incidents/accidents, equipment needs, etc. to the Loaves & Fishes/Friendship Trays Administration in a timely fashion.
9. Attend staff meetings/training and other meetings as required.
10. 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 when indicated/needed (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 to 50 pounds repetitiously.
8. Proficiency in basic computer operations. (Microsoft Office-Outlook, Word, Teams, 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.
- 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:** _____