

FOOD FOR LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Driver and Warehouse Assistant

RESPONSIBLE TO: Logistics and Food Resourcing Manager

HRS. PER WEEK: 40

CLASS: NON-EXEMPT

Rate of Pay: \$15.00/Hour (with possibility for additional temporary Community Exposure Pay)

SUMMARY of POSITION: This position is responsible for driving non-CDL rated box trucks to pick up food from local food donors and making deliveries to partner agencies while adhering to proper food storage and handling procedures, proper maintenance of equipment, and food tracking using established record and inventory systems. Represents FOOD for Lane County to the public and provides excellent customer service. This position is also responsible for working in a warehouse environment to pull orders, sort donated product, and maintain a clean workspace.

PRIMARY TASKS & RESPONSIBILITIES:

- Picks up food donations in a timely, courteous and efficient manner
- Delivers orders to partner agencies
- Establishes and maintains excellent relationships with donors and agency representatives
- Ensures proper storage, stacking and temperature control for food products
- Tracks food donations and distribution using established record and inventory system
- Ensures food safety during transport and resolve food handling problems with donors
- Maintains food donation records and daily receiving records
- Unloads and organizes product in warehouse
- Return dunnage (bread racks and/or milk crates to donors, etc.)
- Supervises driver-assistant volunteers
- Fills in for other drivers when necessary
- Maintains vehicle and food handling equipment in a food safe and sanitary condition
- Maintains vehicle according to best practices and manufacturer's specifications
- Maintains clean vehicle exterior and interior
- Provides excellent customer service, being professional in demeanor, appearance, and actions
- Function as part of a team while demonstrating strong communication skills with peers and supervisors. There may be days where you work in several different capacities and answer to several different supervisors
- Assist in daily preparation of orders (picking product and building pallets)
- Assist with loading and unloading of vehicles and inventory control (quick and accurate identification of codes, completion of related documentation)
- Sorting donated food products

OTHER TASKS & RESPONSIBILITIES:

- Maintains neat and clean personal appearance (shirts provided)
- Represents FOOD for Lane County to the public with knowledge and respect

- Attends the following regularly scheduled meetings:
 - Monthly All Staff meetings
 - Weekly Operations Team meetings
- Engages in ongoing program planning with FFLC staff
- Helps in the warehouse when driving tasks do not fill a complete assigned shift (generally an eight-hour day)
- Occasional overtime and weekend work for special events
- Performs other tasks as requested by supervisor

SKILLS & QUALIFICATIONS:

- Must have a safe driving record, a valid Oregon driver’s license, and qualify for insurance coverage with FOOD for Lane County’s insurance carrier
- Ability to operate vehicles, forklifts and other warehouse equipment
- Ability to perform strenuous and repetitive physical labor, frequently lifting up to 50 pounds repetitively and occasionally lifting and moving objects up to 75 pounds
- Ability to safely push and pull pallets up to 2,000 pounds while operating a pallet jack
- Ability to follow standardized procedures and creatively problem-solve when needed
- Ability to prepare written reports and maintain inventory control records
- Must possess a current and valid Food Handler’s Card (or obtain upon hire)
- Must be alcohol and drug free
- Must be responsible and self-managed
- All offers for employment are contingent on a satisfactory background check

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.