

## **Food Bank of the Albemarle Job Description**

**Position Title:** Full-time Warehouse Worker/Driver CDL-B  
**Position:** Full-time hourly, plus benefits  
**Schedule:** Monday – Friday, some nights and weekends  
**Reports to:** Operations Manager

**Basic Function:** Operates a commercial motor vehicle to pick up and deliver product donated to or purchased by the Food Bank. Serves as a goodwill ambassador for the Food Bank.

**Qualifications:** High School diploma/GED or equivalent work experience; valid NC license; clean driving record for current and previous 3 years; 1 or more years experience in a retail or warehouse environment. Knowledge of shipping & receiving practices; forklift experience a plus. Must be able to lift 50 pounds, repeatedly. Must be able to drive a manual shift straight truck.

### **Essential Requirements:**

- Applicant to provide clearance through a North Carolina Criminal Record Check.
- Applicant to provide a 3-year driving record
- Applicant must possess a valid North Carolina CDL-B Drivers License.
- All Employees must adhere to “Drug and Alcohol Policy.”
- Willingness to actively pursue appropriate professional development opportunities.
- Ability to work independently and as a team member

### **Principal Activities of the Positions:**

- Performs Routine Maintenance
- Pre-trip Vehicle Inspections on trucks. Report any variances to management.
- Daily warehouse inspection for Pest & Sanitation.
- Equipment Maintenance and their respective logs for:
  - ✓ Forklifts-Weekly
  - ✓ Temperature - Twice Daily
  - ✓ Freezer and Cooler Sanitation-Weekly
  - ✓ Pest Control - Daily
  - ✓ Cleaning Charts - As tasks are completed
  - ✓ Electric and Manual Pallet Jacks - Weekly
  - ✓ Scaffolding Inspection - As needed
- Updates Daily Donations and Destruction Logs.
- Pulls orders-counting, weighing, and tagging for agency delivery and in house pick-ups.
- Loads/offloads product at designated delivery locations including but not limited to partner agencies, CACFP sites, and Mobile locations
- Ensure accurate distribution of inventory items.
- Stocking of product in FIFO order from racks to floor locations.
- Ensuring lot codes/pallet tags match product on sales orders prior to pulling.
- Maintain a high level of Customer Service with Donors and Agencies.
- Maintain good communication with staff and volunteers in the completion of daily tasks.
- Ensuring all safety and sanitation rules are followed in compliance with Feeding America, AIB and Food Bank of the Albemarle operating guidelines, regulations and policies.
- Ability to work with volunteers as a team.

- Participates in staff meetings, strategic planning, and special events.
- **All other duties assigned.**

Each employee is responsible for reporting all damage, accidents, and problems to the Operations Manager, as they occur.

The Food Bank of the Albemarle's relationship with the community, from food donors to volunteers, is one of high visibility and all staff must exercise a great deal of diplomacy and maintain a friendly and professional demeanor when dealing with these various groups.

Senior staff will provide all equipment and maintenance training prior to unsupervised operation or maintenance of equipment.

Drivers of the Food Bank vehicles are responsible for the proper weight and balance of the load. Vehicle overload tickets will be paid by the driver of the vehicle, as well as tickets for speeding or moving violations. The Food Bank is not responsible for these acts. All tickets must be reported to your Supervisor.

Accidents that occur with the Food Bank vehicles will be reported immediately. The Food Bank insurance information and the drivers license information will be exchanged with the other driver or party involved. For damage in excess of \$500.00 or where anyone is physically injured the Food Bank Driver must call the Police to the scene.

*This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel. Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.*

The Food Bank of the Albemarle is an Equal Opportunity Employer.