



UTAH FOOD BANK

JOB DESCRIPTION

POSITION TITLE: Utah Food Bank Part-time CDL Driver (20 – 25 hours per week)
SUPERVISED BY: Transportation Manager
RESPONSIBLE TO: Assist in collecting and distributing donated food and other items. Duties may include Grocery Rescue, Kids Cafe deliveries, senior food box delivery, agency deliveries and commercial and food drive pick-ups.

DUTIES:

1. Pick up and deliver food donations, food boxes and agency orders in Utah Food Bank vehicles
2. Operate UFB vehicles in a safe and professional manner, obeying all traffic laws and appropriately representing UFB to the public on the road
3. Interact in appropriate professional manner with donors, agency personnel, volunteers, clients, general public and other staff to enhance UFB reputation and increase donations
4. Responsible for Utah Food Bank driver paperwork
5. Operate forklift and other warehouse equipment (pallet jacks, carts, etc) safely
6. Frequent hand unloading and loading of truck/trailer as needed
7. Responsible for proper routine maintenance of UFB machinery, equipment and vehicles
8. Regular cleaning of vehicle and prompt reporting of maintenance/repair needs
9. Perform daily pre-and post-trip safety inspections and turn in documents to Dispatch
10. Inspect and ensure product quality
11. Work with volunteers
12. Help with food drives on and off site as needed
13. Assist in warehouse as needed, build orders, load/unload trucks & trailers, clean up, etc.
14. Other duties as assigned.

QUALIFICATIONS:

1. Must have current Utah Commercial Drivers License, good driving record (MVR required) and DOT medical card
2. Must be able to prioritize and complete work in a timely manner
3. Experience driving large vehicles is required; CDL drivers must have 2 years tractor-trailer experience
4. Forklift certified or ability to become forklift certified within 10 days of hire (in-house certification)
5. Must have good communication skills and ability to relate to people in a professional manner
6. Must be able to establish and maintain effective working relationships with donors, clients, community members and UFB and agency staff
7. Good organization skills
8. Flexible and available to work different routes/schedules as required; willing to work overtime if needed
9. Pre-employment drug testing and periodic random testing is required, as is a criminal background check.

PHYSICAL REQUIREMENTS:

The work requires considerable strenuous physical exertion such as lifting heavy objects up to 50 lbs. on a regular basis and to 75 pounds some of the time, continuous bending and stooping, lifting donated food onto and off of scale and in and out of vehicle, lifting overhead to 50 lbs. to down stack pallets; pushing and pulling loaded pallet jacks up to 2,000 lbs. and prolonged periods of sitting and operating a large vehicle.