



# UTAH FOOD BANK

## JOB DESCRIPTION

**POSITION TITLE:** Southern Utah Branch Driver  
**SUPERVISED BY:** Southern Utah Branch Director  
**RESPONSIBLE FOR:** Collecting and receiving donations and maintaining vehicles as well as warehouse duties and volunteer oversight as needed.

### DUTIES:

1. Pick up and deliver food donations and agency orders in a Utah Food Bank vehicle
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. Inspect and ensure product quality
5. Responsible for required D.O.T. and UFB driver paperwork
6. Operate forklift and other warehouse equipment (pallet jacks, carts, etc) safely
7. Frequent hand unloading and loading of truck/trailer as necessary
8. Assist in preventive maintenance on vehicles
9. Responsible to report vehicle and equipment issues promptly to Branch Director
10. Regular cleaning of vehicle, daily safety check sheet and ensure all required documentation (insurance card, registration, etc) is in vehicle at all times
11. Responsible for routine care and maintenance of machinery/equipment used
12. Assist with warehouse duties and order building as needed
13. Assist with physical inventory process as needed
14. Assist with local events and volunteer management as needed
15. Other duties as assigned.

### QUALIFICATIONS:

1. Must have current Utah Commercial Driver's License (Class A or B) with good driving record (MVR required) and DOT medical card
2. Experience driving large vehicles is required; CDL-A drivers must have 2 years tractor-trailer experience
3. Must be able to prioritize and complete work in a timely manner
4. Must have good communication skills and be able to relate to all people in a professional manner
5. Must be able to establish and maintain effective working relationships with donors, community members and staff
6. Forklift certified or ability to become forklift certified within 10 days of hire (in-house certification)
7. Good organization skills
8. High professional and ethical standards
9. Pre-employment drug testing and periodic random testing is required, as is a criminal background check

### PHYSICAL REQUIREMENTS:

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, crouching or crawling in restricted areas, 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.