



Our Mission: To leverage the power of food to end hunger and build healthier communities

Revised: March 2019
Title: Kitchen Delivery Driver
Department: Kitchen
Reports to: Fleet Manager
Status: Hourly, Non-exempt, Full time or Part time
Schedule: Monday – Friday 7:30am-4pm, flexibility required

General Description

The Kitchen Driver Picks up and delivers food items for the Kitchen by following detailed service routes in the Monroe County and surrounding areas using a van or diesel truck. This positions requires exemplary customer service and attention to detail.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Before starting trip, walks around truck to observe any visual defects and checks operating systems such as brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers; completes all required inspection sheets, turning them into appropriate personnel.
- Loads cambro (insulated food carrier) units and meal components in full
- Picks up and delivers food items and cambros by following prescribed service route and safety rules.
- At end of route, checks truck interior, removing any waste items or trash.
- Completes all driver logs and paperwork associated with pick-ups and deliveries in a timely manner. Turns all of this paperwork into appropriate personnel, as well as filing daily food delivery slips and paper delivery slips
- Reports accidents immediately
- When not scheduled to a service route or when the service route does not require a full eight hours to complete, assists as needed in any area of the kitchen or warehouse as directed by the supervisor.
- As required, completes additional service routes other than the regular assignments.
- Follows all sanitary and safety guidelines as required by government laws and Foodlink policies
- Represents Foodlink in a professional manner whenever interfacing with customers, donors, volunteers and/or constituent providers all while wearing approved uniform.
- Provides exemplary customer service both internally and externally
- Responsible for maintaining a clean and organized routing cooler and dock area
- Performs general housekeeping and sanitation duties as needed
- Works as a team player.
- Performs all other tasks as assigned

Minimum Qualifications

- Must hold a current, valid NYS driver's license. CDL B a plus
- Excellent driving record, as verified through the state DMV
- High school diploma, GED, or equivalent combination of education and experience
- Knowledge of kitchen/food safety and sanitary standards a plus
- Candidates must pass pre-employment drug screen and abide by companywide & DOT drug /alcohol related policies.

- Must be able to work independently.
- Able to carry out oral and written instructions.
- Able to communicate clearly and concisely
- Able to apply mathematical concepts.
- Able to work in a team environment.
- Friendly, customer-oriented personality.
- Capable of standing and sitting for long periods of time.
- Able to lift bulk objects or objects weighing up to 60 pounds.
- Flexible schedule. Able to work over eight (8) hours, when necessary to ensure that all scheduled and unscheduled deliveries and pickups are completed for each day.
- Fluency in English required. Knowledge of Spanish helpful.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be capable of standing and walking for long periods of time

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 60 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the fast-paced work environment is usually moderate.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.

The Foodlink Way

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.