



*Our Mission: To end hunger and to leverage the power of food to build a healthier community.
Our Vision: A healthy, hunger-free community.*

Revised: August 2017
Title: Driver
Department: Distribution Center
Reports to: Fleet Manager
Status: Hourly, Non-exempt, Full time

General Description

Under the direct supervision of the Fleet Manager, drives and coordinates scheduled pickups and deliveries in ten-county area while maintaining a safe work environment in compliance with all company and DOT regulations. This driver is responsible for driving Foodlinks tractor trailer. This position requires a CDL A and 2 or more years experience driving a tractor trailer is preferred.

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

- At start of shift, obtain route assignment.
- Before starting trip, walk around truck to observe any visual defects and check operating systems such as brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers; complete all required inspection sheets, turning them into appropriate personnel.
- Pick up and deliver food items for Foodlink by following prescribed service route and safety rules. At end of route, check truck interior, removing any waste items or trash.
- Call each pickup and delivery before arrival
- Follow driver manual and company policies/procedures with regard to incidents. Report accidents immediately to supervisor. Completes accident report as required.
- Clean dock area after loading or unloading truck
- Place leftover freezer/cooler items back into appropriate area after loading delivery orders
- Tag product with location of pickup and notify receiver of all product picked up
- Complete all driver logs and paperwork associated with pick-ups and deliveries in a timely manner. Turn all of this paperwork into appropriate personnel.
- Work with Member Services Team to target product to customer needs
- Represents Foodlink in a professional manner whenever interfacing with customers, donors, volunteers and/or constituent providers
- Provide exemplary customer service 100% of the time
- Comply with all maintenance schedules with local leasing company such as having the truck washed twice a month.
- Follow all sanitary and safety guidelines as required by government laws and Foodlink policies.
- Ensure proper food safety protocols are followed at all times
- Observes all safety policies and procedures when driving Foodlink's vehicles
- Fill in other routes as needed
- Perform all other duties as assigned by management

Minimum Qualifications

- Must hold a current, valid Class A commercial driver's license.
- Excellent driving record, as verified through the state DMV.
- 2+ years driving a tractor trailer
- High school diploma or GED or equivalent combination of education and experience.
- Candidates must pass a company substance abuse screening.
- Able to carry out oral and written instructions.
- Able to communicate clearly and concisely orally and in writing.

- Able to apply mathematical concepts.
- Able to work in a team environment.
- Friendly, customer-oriented personality.
- Professional attitude and appearance at all times
- Fluency in English required. Knowledge of Spanish helpful.
- Able to lift at least 60 pounds
- Able to stand for long periods of time

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 work environment is 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.

To Apply:

Apply in person to the address below or via email to HR@foodlinkny.org. Only serious applicants should apply. Only qualified applicants will be contacted.

Foodlink
 Attn: Human Resources
 1999 Mt. Read Blvd
 Rochester, NY 14615

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 statu