



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

### **General Description**

Foodlink Drivers are responsible for the pickup and delivery of food items for various programs and departments within the organization. Daily routes within Foodlink's 10 county service area are assigned by the Fleet Manager and may change on a daily basis in order to create efficiencies and meet the needs of the organization. Foodlink drivers are expected to complete routes in a timely fashion while maintaining a safe work environment in accordance with company, department of transportation and food safety standards.

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

- Completes daily routes as assigned by the Fleet Manager. Picks up and delivers food items for Foodlink by following assigned service route.
- Loads truck with food items needed for delivery as determined by the assigned route. Food items may vary depending on the assigned route and may include, palletized case food product, fresh produce, insulated food carriers containing hot or cold meals, various other meal components and dry product.
- Completes pre-trip inspections before every route. 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 in to the Fleet Manager.
- Reports accidents immediately to Fleet Manager, requesting police or ambulance service as needed or instructed. Assists with completion of accident report as needed.
- At end of each route unloads the truck ensuring proper storage of any remaining items including freezer/cooler products. Checks truck interior and dock area ensuring both areas are clean and free of any product, waste or trash items.
- Completes all driver logs and paperwork associated with pick-ups, deliveries and meal invoices. Turns all paperwork into the Fleet Manager daily.
- Complies with all maintenance schedules such as having the truck washed once a month.
- Follows all sanitary and safety guidelines as required by DOT regulations and Foodlink policies
- Ensures food safety in all aspects of the job, paying close attention to standards for repackaged product and hot/cold meals.
- Tags product with location of pickup and notifies receiver of all product picked up.
- Notifies Fleet Manager to update driver manual as necessary.
- Work as a team player and supports the mission and vision of the organization
- Represents Foodlink in a professional manner at all times when interfacing with customers, donors, volunteers and/or constituent providers all while wearing approved uniform.
- Provides superior customer service
- When not scheduled to a service route completes other assigned tasks and assists in other areas as needed.
- Completes all other duties as assigned.

### **Minimum Qualifications**

- Must hold a current, valid CDL-B driver's license.
- Excellent driving record, as verified through the state MV department.
- 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 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.
- Able to work over eight (8) hours in a day to ensure that all scheduled and unscheduled deliveries and pickups are completed for each day on an as needed basis.
- 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.

---

**To Apply:**

Apply in person to the address below or via email to [HR@foodlinkny.org](mailto: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 status.*