



*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: October 2016
Title: Driver, Mobile Pantry
Department: Distribution Center
Reports to: Fleet Manager
Status: Hourly, Non-exempt, Full time
Schedule: Tuesday- Saturday. Hours vary. Flexibility necessary based on company needs.

About Foodlink's Mobile Pantry:

Foodlink's Mobile Pantry is a food pantry on wheels, filled with essential, nutritious food items, that travels to various locations to serve individuals with emergency food needs. Volunteers from host sites help setup and serve clients. The Mobile Pantry Driver brings the food to the site and assists with the distribution as needed. Foodlink's Mobile Pantry Program allows Foodlink to engage more people, in more locations in our efforts to distribute food to those in need.

General Description

Under the direct supervision of the Fleet Manager, the Mobile Pantry Driver, drives to and assists with the Mobile Pantry food distributions, providing exemplary customer service to site coordinators and customers. In addition to Mobile Pantry stops the driver makes other scheduled pickups and deliveries within Foodlink's ten-county service area as directed by the Fleet Manager.

Duties/ Responsibilities:

- Obtains route assignment on a daily basis. Checks in with Fleet Manager and Member Services Manager to ensure all necessary items are ready for Mobile Pantry distributions (MPD).
- Ensures that all product allocated to each MPD is accurately inventoried before leaving on route and upon return from route.
- Works cooperatively with MP site coordinators and volunteers -- provides exemplary customer service.
- Calls each pickup and delivery site before arrival
- Picks up and delivers food items for Foodlink by following assigned service route
- Picks up and delivers items outside of Mobile Pantry when needed.
- Cleans dock area after loading or unloading truck
- Properly stores leftover freezer/cooler items to appropriate areas after loading delivery orders
- Tags product with location of pickup and notifies receiver of all product picked up
- Inspects the vehicle properly before route each day. Walks around truck to observe any visual defects and checks operating systems such as brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers; complete all required inspection sheets, turning them into appropriate personnel.
- Completes all driver logs and Mobile Pantry paperwork on a daily basis. Also complete any paperwork associated with pick-ups, deliveries and returns in a timely manner. Turn all of this paperwork into Fleet Manager at the end of each shift.
- Follows driver manual and reporting procedure for any incidents or accidents that occur
- Complies with all maintenance schedules with local leasing company such as having the truck washed twice a month.
- Follows all sanitary and safety guidelines as required by government laws and Foodlink policies
- Ensures proper food safety protocols are followed and implemented.
- Maintains supplies and warehouse equipment and report issues to Fleet Manager.
- Observes all safety policies and procedures as required by Foodlink policies and DOT regulations
- Completes all other tasks as assigned.

Minimum Qualifications

- Must hold a current, valid commercial driver's license.
- Excellent driving record, as verified through the state DMV.
- High school diploma or GED or equivalent combination of education and experience.
- 2+ years customer service experience
- Must be 21 years old.
- 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.
- Must have a friendly, customer-oriented personality.
- Have a professional attitude and appearance at all times
- Fluency in English required. Knowledge of Spanish helpful.
- Able to lift at least 50 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.

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:

Interested candidates must submit a cover letter and resume via email or apply in person at the address below. Only serious candidates should apply. Only qualified candidates will be contacted.

Foodlink
1999 Mt Read Blvd
Rochester, NY 14615

Foodlink is an equal opportunity employer.