



### **Our Mission**

Our mission is to leverage the power of food to end hunger and build healthier communities.

### **Our Vision**

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

### **Our Values**

Our core values define who we are and how we work with our communities. Foodlink and our team members have:

- Compassion - treat all with dignity & respect; build kinship with those we serve
- Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger
- Collaboration - build a shared vision, create synergies, maximize resources
- Agility - respond urgently to the ever-changing needs of our community
- Stewardship - maximize the impact of every dollar, donation and asset

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## **Job Title: Driver, CDL A**

**Department:** Distribution/Operations

**Reports to:** Fleet Manager

**Status:** Full-time, Hourly, Non-exempt

### **JOB SUMMARY**

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.

### **KEY RESPONSIBILITIES**

- 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

## QUALIFICATIONS

- We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.
- 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.
- 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

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## 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 will follow other instructions and perform other related duties as required.*

***Everyone is welcome here. Foodlink is an equal opportunity employer. Our policy strictly prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.***