



We are in search of another Truck Driver!

The Food Bank of Western Massachusetts in Hatfield, Massachusetts has a mission to feed our neighbors in need and lead the community to end hunger in Berkshire, Franklin, Hampden, and Hampshire Counties. Our drivers and the rest of our warehouse team are key to our success and we are proud of our work!

The CDL Truck Drivers fulfill distribution and delivery goals by preparing goods for deliver, picking, loading, and driving.

To apply, drop off a resume at The Food Bank in Hatfield or send one to jobs@foodbankwma.org

=====Check out these benefits=====

The Food Bank offers a great work environment, 14 days paid vacation to start, 11 paid holidays, 10 paid sick days, excellent health and dental coverage, retirement plan with employer match and more!

ESSENTIAL FUNCTIONS

- Follow the standards of performance established by the Manager of Food Operations and the Food Distribution Supervisor for receiving and handling of delivery orders, picking, and shipping product
- Follow best practices for safety, while on the road and when loading or unloading truck.
- Work directly with the Food Distribution Supervisor regarding schedule and routes for product pick-ups and deliveries.
- Communicate with dispatcher(s) delivery delays and or delivery site issues.
- Pick, prepare, and load product for distribution— ensure proper labeling.
- Inform supervisor of any discrepancies in case quantity, product description, and/or product quality.
- Meet set delivery times or estimated delivery times established by the organization.
- Deliver to assigned locations; member agencies, Brown Bag sites, and or Mobile Food Bank sites.
- Deliver product to assigned locations as directed by Food Distribution Supervisor.
- For mobiles, responsible for set up and end time of the distribution, to include but not limited to; set up, product amount instruction, tablet/paperwork, break down and clean up, and product inventory.
- Responsible for paperwork and supplies for assigned locations.

- Obtain member signatures for product delivered and or pin entry once back onsite, for applicable locations.
- Perform order audits as assigned.
- Pick up donations at various donor locations.
- Emphasize quality customer service in all interactions with agency personnel, donors, site partners, volunteers, and participants.
- Perform pre-shift equipment inspections and documentation.
- Perform basic truck maintenance.
- Perform pre & post trip inspections and documentation.
- Ensure truck is tidy, clean, and in good order, both cab and box.
- Maintain truck and delivery records according to AIB compliance, Feeding America, health/safety standards, and industry regulations.
- Must be punctual and have regular and reliable attendance.

OTHER RESPONSIBILITIES

- Assist Receiver with offloading, weighing, and recording of backhauled product.
- Provide general assistance in the warehouse.
- Collaborate with supervisor and appropriate Food Bank staff to accomplish organizational goals.
- Follow all division, food safety, food defense, and Food Bank policies and procedures.
- Offer suggestions to improve our business processes and practices.
- Assist with training coworkers/temps on position specific and or division procedures, as needed.
- Perform other similar duties as required (by responsibility or necessity) or as requested by Supervisor.

WORKING CONDITIONS

- Height-related tasks and occasional pest mitigation
- Workstations are in a warehouse environment
- Frequent loud noises
- Temperature zones in the warehouse can range from -10 to 95 degrees Fahrenheit
- Concrete floors
- Exposure and operation of powered equipment within different temperature zones, at times for extended periods
- Outdoor work in all weather conditions
- Expected to drive in a variety of weather conditions

JOB SPECIFICATIONS/ REQUIREMENTS

- Education & Training: GED or High School Diploma
- Class B (CDL) license, good driving record
- Successful annual screen by FMCSA clearinghouse
- Experience - 6 months minimum experience in driving CDL B trucks
- Experience - 6 months minimum experience in electric pallet jack operation and other material-handling equipment (i.e. forklift, electric walk behind pallet jack, liftgate)

- Safety toe shoes are required
- Physical demands: standing, walking, driving, carrying, twisting, bending, swooping, twisting, & pushing/pulling. Lifting of objects weighing from 20-50 lbs consistently and up to 80 lbs occasionally (medical exam required)
- Ability to work overtime, nights, weekends on occasion if needed

OTHER SKILLS

- Ability to meet production standards set by the organization
- Ability to read and understand written and numeric product identifiers
- Ability to work in a diverse team environment
- Excellent customer service, communication, and listening skills
- Good computer and technology skills
- Reliable cellphone for communication purposes
- Highly motivated flexible self-starter and team player with strong attention to detail and the ability to prioritize and multi task in a variable environment
- Working safely is a condition of employment at The Food Bank of Western Massachusetts

JOB PREFERENCES

- 2+ years experience driving CDL B vehicles
- 1-3 years warehouse experience preferred
- 1-3 years experience in data entry and or ability to learn
- Experience with food industry and food safety preferred
- Bi-lingual/bi-cultural in Spanish
- Proficiency in computer data entry in the Windows environment
- Knowledge of Western Massachusetts geography

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