

# FOOD BANK

## OF WESTERN MASSACHUSETTS

TOGETHER, WE END HUNGER

### **Come work with a great team!**

We are looking for a CDL driver who wants to enjoy a great quality of life at work with a great team! The hours are Monday-Friday 8AM-4PM.

Our CDL Truck Drivers help The Food Bank to meet our distribution and delivery goals by preparing goods for delivery, picking, loading, and driving.

Our drivers and the rest of our warehouse team are key to our successful food distribution - we are proud of our work!

The Food Bank is an equal-opportunity employer that celebrates diversity and is committed to an inclusive environment for all its contracted workers, employees, and volunteers.

The starting pay for this position is \$23.59/hour and goes as high as \$24.04/hour based on experience, as well as a \$1.50 differential for Spanish proficiency.

To apply, please send a resume to [jobs@foodbankwma.org](mailto:jobs@foodbankwma.org). We will respond via email and text.

#### **=====Check out these benefits=====**

The Food Bank offers paid lunch, 14 days of paid vacation to start, 11 paid holidays, 10 paid sick days, excellent health and dental coverage, a retirement plan with employer match, a yearly voucher for steel-toe boots, and more!

Here is the job description:

#### **JOB OVERVIEW**

Assist the Manager of Food Operations and Distribution Supervisor to fulfill the organization's distribution and delivery goals, principally preparing goods for delivery, picking, loading, and

driving. This position emphasizes quality customer service in all interactions with agency personnel, donors, site partners, volunteers, and participants.

### REPORTING RELATIONSHIPS

Reports to: Distribution Supervisor

Supervises: No direct reports

### ESSENTIAL FUNCTIONS

- Follow the standards of performance established by the Manager of Food Operations and the 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 and unloading the truck.
- Work directly with the Distribution Supervisor regarding schedules and routes for product pick-ups and deliveries.
- Communicate with dispatcher(s) about delivery delays and delivery site issues.
- Pick, prepare, and load product for distribution— ensuring proper labeling.
- Inform the 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 and pick up product as directed by the Distribution Supervisor.
- For Mobiles, responsible for setup and end time of the distribution, including but not limited to: setup, 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 audits as assigned
- Perform:
  - pre-shift equipment inspections and complete documentation
  - pre & post-trip inspections and complete documentation
  - basic truck maintenance.
- Ensure truck cab and box are tidy, clean, and in good order.
- Maintain truck and delivery records according to AIB compliance, Feeding America, health/safety standards, and industry regulations.
- Assist with occasional pest mitigation.
- 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
- Workstations are in a warehouse environment with frequent loud noises, temperature zones ranging from -10 to 95 degrees Fahrenheit, and concrete floors
- Exposure and operation of powered equipment within different temperature zones, at times for extended periods
- Driving and outdoor work in all 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 experience in electric pallet jack operation and other material-handling equipment (i.e. forklift, electric walk behind pallet jack, liftgate) or ability to learn within 3 months of hire
- 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 of experience driving CDL B vehicles
- 1-3 years of warehouse experience
- 1-3 years of experience in data entry in Windows
- Experience with the food industry and food safety
- Bi-lingual/bi-cultural in Spanish
- Customer service experience
- Knowledge of Western Massachusetts geography

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