

POSITION TITLE: Driver/Distribution Center Associate
FLSA STATUS: Full-Time Hourly
REPORTS TO: Distribution Center Manager



GENERAL DEFINITION AND PURPOSE OF WORK:

Responsible for the operation of trucks and vans for the pick-up and delivery of products to/from the Distribution Center, agencies and donors. Assists in the day-to-day operations including the receiving and distribution of donated and purchased goods.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Conduct pre and post inspection of vehicles and adhere to food safety guidelines
- Pick and stage orders with accuracy
- Assist with the loading, unloading, inspection, weighing and documentation of incoming and outgoing product
- Pick up product from donors or vendors and deliver to Shared Harvest Foodbank
- Deliver orders to central drop points or directly to partner agencies
- Actively participate in cleaning and maintenance of equipment, building, and property as assigned
- Maintain a high level of customer service with partner agencies, donors, volunteers and other constituent groups
- Participate in monthly physical inventory of product
- Follow all safety standards and participate in on-going trainings
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED
- Valid Ohio Driver License with acceptable driving record
- Class B CDL at minimum
- Forklift Operator Certification
- ServSafe Certification
- Basic reading, math, and computer skills
- Ability to lift 65 pounds safely on a regular basis
- Ability to work as a team member and independently
- Positive attitude and passion for the Shared Harvest Foodbank mission
- Willingness to pursue appropriate professional development opportunities
- Ability to work with diverse constituent group
- Ability to work in a fast-paced environment and maintain stamina