

**FOOD BANK OF THE SOUTHERN TIER
POSITION DESCRIPTION**

POSITION TITLE:	Mobile Food Pantry Driver	STATUS:	Non-Exempt
SALARY SCALE:	Support	W/C#	7380
LEVEL:	Senior-level	GRADE LEVEL:	305
		EEO CODE:	7

PRIMARY FUNCTIONS:

The Mobile Food Pantry Driver will be responsible for transporting products, organizing volunteers, and maintaining order and efficiency at each Mobile Food Pantry distribution.

SPECIFIC DUTIES:

1. Responsible for being a representative of the Food Bank's mission and facilitating Mobile Food Pantry distributions in a respectful, non-judgmental manner.
2. Responsible for pulling orders from the warehouse, loading MFP truck and delivering product to scheduled sites.
3. Ensures that Site Coordinator and volunteers at each MFP site are properly trained in the distribution process, with emphasis on client safety and proper food handling.
4. Maintains quality control of product before distribution to general public. Follows appropriate procedures for food distribution, including all health and safety regulations for food handling.
5. Maintains positive working relationships with Site Coordinators, volunteers and clients, while acting as a leader, and making decisions that are in the best interest of the Food Bank.
6. Maintains client and volunteer sign-in sheets and documents program statistics for all distributions.
7. Responsible for daily sanitation of truck and food distribution tables and bays. Keeps trucks clean and neat. Completes required paperwork such as daily mileage logs, trip logs, fuel logs, temperature logs and safety check.
8. Works with all staff in a team-oriented manner, and abides by the organizational values of the Food Bank of the Southern Tier.
9. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Director of Warehouse Operations

QUALIFICATIONS:

EDUCATION: Associates Degree and/or experience commensurate with job responsibilities.
EXPERIENCE: Minimum 2 years of related work experience in food handling and warehousing environment or product distribution center. Previous work with volunteer group or non-profit organization is a plus.

ADDITIONAL REQUIREMENTS:

- Excellent communication and customer service skills.
- Ability to work independently and supervise diverse volunteer groups.
- Excellent organization skills, accuracy and detail orientated.
- Willingness to travel throughout multi-county service area; nights and weekends required.
- Ability to lift or move objects weighing up to 50 pounds.
- Basic knowledge of computers and Microsoft office applications.
- Commitment to serving vulnerable populations and ending hunger in the Southern Tier.
- Possession a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

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Special Requirements:

- Valid NYS CDL Class B Driver's License and clean driving record.
- Certification to operate motorized forklift or willingness and ability to obtain certification (at Food Bank cost).
- Willingness to obtain ServSafe Certification (at Food Bank cost).
- Employment contingent upon initial and on-going negative drug screen.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read, write, and interpret written documents;

Acceptance of the Food Bank of the Southern Tier's

1. Mission: Working together to build and sustain hunger-free communities throughout the Southern Tier.
2. Vision: The Food Bank of the Southern Tier is committed to creating a future without hunger, where access to healthy food by all is recognized as fundamental to the well-being and success of individuals and the foundation of a strong, vibrant society.
3. Organizational Values: Have Integrity, Be Brave, Share Your Strength, Respect Relationships and Honor the Mission.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.