

## **Gleaners Community Food Bank of SE MI Job Description**

**Job Title:** Delivery Van Driver - Healthcare  
**Reports To:** Program Manager - Healthcare  
**FLSA Status:** Non-exempt  
**Department:** Operations  
**Last Update:** March 2021

### **Essential Duties and Responsibilities:**

1. Prepares and loads product for health-care distributions as documented on a daily printed schedule.
2. Works directly with the Healthcare Program Manager regarding schedule and routes for product deliveries.
3. Delivers product to consumer in a timely fashion.
4. Provide basic maintenance for vehicle such as maintaining vehicle in a neat and clean manner; report any necessary repairs, all accidents, damage, and malfunctions to management.
5. Transports any leftover product back to the foodbank.
6. Maintains all delivery records as instructed.
7. Apply knowledge and ability to safely load and unload deliveries according to size of load and contents.
8. Maintain and promote a high standard of cleanliness and safety.
9. Provide general assistant in the warehouse as needed.
10. Provide good customer service and maintain a professional manner and appearance to enhance the organizations image.
11. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
12. Other duties as assigned.

### **Scope of Position**

Budgetary Responsibility: Low  
Personnel Responsibility: Low  
Access to Confidential Info: Medium  
Supervisory responsibility: None  
Customer contact: Donors: Low  
Volunteers: Moderate  
Partner Agencies: Low  
Outside Vendors: Low

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education/Experience**

High school diploma or equivalent.  
Excellent driving record.

### **Language Ability**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.

**Math Ability**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

Ability to understand and carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have a good working knowledge of the Microsoft Office suite of products. Familiarity with computerized inventory system.

**Work Environment**

The standard work environment is a warehouse setting with standard lighting and varying temperatures. Exposure to regulated temperatures in the freezer and other industrial setting are frequent. The noise level in the work environment is usually moderate.

**Physical Demands:**

The employee must occasionally lift and/or move up to 40 pounds. While performing the duties of this job, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of sitting or standing are required.