

Gleaners Community Food Bank of SE MI Job Description

Job Title: Distribution Associate/Driver
Reports To: Livingston Operations Manager
FLSA Status: Non-exempt
Last Update: June 2019

This position is responsible for transporting deliveries locally in accordance with company guidelines and DOT regulations; this position is also responsible for day-to-day warehousing functions.

Essential Duties and Responsibilities

1. Transport deliveries/pickups locally according to schedule in a safe, responsible manner, and in accordance with company procedures and applicable DOT regulations.
2. Must maintain a Chauffeurs license with a safe driving record throughout employment.
3. Stock product in distribution center utilizing equipment and manual labor.
4. Employ safety measures as well as maintain accurate records to ensure that shipments operate efficiently.
5. Meet and perform all related AIB International and Feeding America Food Safety guidelines including maintaining food handlers' card, temperature recording documentation, and vehicle cleanliness.
6. Process shipment documents neatly and efficiently, and inform management of any discrepancy in documentation.
7. Obtain and maintain proper delivery and pickup documentation, and submit on a daily basis.
8. Provide good customer service and maintain a professional manner and appearance to enhance the organizations image.
9. Perform a daily DOT pre-trip inspection according to checklist, and keep an accurate copy in the vehicle at all times. Maintain a daily, legible truck log submit as required.
10. Responsible for all duties related to loading, unloading, and transfer of incoming and outgoing product. Stock product in distribution center utilizing equipment and manual labor.
11. Submit a legible daily mileage log sheet that includes location, type, description, and times.
12. 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.
13. Maintain a neat and orderly workplace at all times to include moving pallets, sweeping, and disposing of debris.
14. Maintain proper documentation in the vehicle including valid/current proof of insurance and registration of the vehicle.
15. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
16. Other duties as assigned.

Scope of Position

Budgetary Responsibility:	None	
Personnel Responsibility:	None	
Access to Confidential Info:	Low	
Supervisory responsibility:	None	
Customer contact:	Donors:	High
	Volunteers:	Low
	Food Partners:	Moderate
	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 graduate or equivalent. CDL class B license required.

Language Ability

Excellent verbal and written communication skills are required. Strong interpersonal skills with all customers and contacts, internal and external, are required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or team members of the organization.

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.

Equipment

The position requires operation of standard warehouse equipment including but not limited to: Hi-lo's, pallet Jacks, and other industrial machines.

Work Environment

The standard work environment is inside a distribution center where temperatures vary. Most time spent in vehicle and also outside when loading and unloading deliveries and pickups.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. . 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.