

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

## **Job Description**

**Job Title:** Truck Driver I  
**Reports To:** Distribution Facility Manager  
**FLSA Status:** Non-exempt  
**Department:** Operations  
**Last Update:** November 2021

The scope of this position spans food pickup and delivery. This position is responsible for My Neighborhood Mobile Grocery (MNMG) food distribution programs, including 1) food distribution to MNMG customers and 2) pickup and transporting deliveries locally in accordance with company guidelines and DOT regulations, including MNMG sites, agencies and suppliers.

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

1. Load and unload racks from the MNMG truck as required.
2. Prepare truck for operations and assist team with setup at each MNMG site.
3. Pull MNMG customer orders and verify accuracy.
4. Train volunteers to assist in pulling orders.
5. Inform management of any quality or shortage issues, including reporting any deficiencies or breakages to management.
6. Meet and perform all related AIB International and Feeding America Food Safety sanitation and food safety guidelines including maintaining food handlers card, temperature recording documentation, and vehicle cleanliness.
7. Transport deliveries locally according to schedule in a safe, responsible manner, and in accordance with company procedures and applicable DOT regulations.
8. Must maintain a CDL Class B license with a safe driving record throughout employment.
9. Load/unload and pick-up/deliver food and miscellaneous items to/from assigned destinations.
10. Employ safety measures as well as maintain accurate shipping documents and records to ensure that shipments operate efficiently; inform management of any discrepancy in documentation.
11. Apply knowledge and ability to safely load and unload deliveries according to size of load and contents.
12. Provide good customer service and maintain a professional manner and appearance to enhance the organizations image.
13. Perform a daily DOT pre-trip inspection according to checklist, and keep an accurate copy in the vehicle at all times.
14. Maintain and submit legible daily truck log and mileage log sheet that includes location, type, description, and times, as required.
15. 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.
16. Maintain proper documentation in the vehicle including valid/current proof of insurance and registration of the vehicle.
17. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
18. Other duties as assigned.

### **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**

CDL Class B required. High school graduate or equivalent. Some advanced education a plus.

**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 office equipment including but not limited to: Personal computer, printer, photocopy machine, forklifts, pallet jacks, and other industrial machines.

**Computer Skills:**

To perform this job successfully, an individual should have working knowledge of Microsoft including Excel, Word, PowerPoint, and Outlook and the ability to learn inventory management software such as Primarius and inventory scan devices.

**Work Environment:**

The standard work environment is distribution facility setting with fluorescent lighting. There is also a significant amount of time spent exposed to outdoor environment with varying temperatures. The noise level in the work environment is usually moderate. Also time spent in vehicle and also outside when loading and unloading deliveries and pickups and fulfilling customer orders.

**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 walking or standing are required.