

Gleaners Community Food Bank of SE MI Job Description

Job Title: Distribution Coordinator/Driver
Reports To: Livingston Operations Manager
FLSA Status: Non-exempt
Last Update: August 2023

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. This position is responsible for all duties related to loading, unloading, and transfer of incoming and outgoing product for the Livingston County Gleaners location.

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. Stock product in distribution center utilizing equipment and manual labor.
3. Always employ safety measures, both in the warehouse and in the vehicle.
4. Maintain accurate records in all warehouse and transportation functions, including but not limited to shipping, receiving and delivery documentation.
5. Adhere to all required AIB International and Feeding America Food Safety guidelines.
6. Provide excellent customer service to all internal and external stakeholders.
7. Perform a daily DOT pre-trip inspection in accordance with checklist.
8. Maintain a daily, legible truck log submit as required.
9. Maintain vehicle in a neat and clean manner; and report any necessary repairs, all accidents, damage, and malfunctions to management.
10. Always maintain a neat and orderly workplace which includes but is not limited to: moving pallets, sweeping, and disposing of debris. Follow assigned daily zone cleaning schedule.
11. Follow proper procedures when using chemical cleaners and power equipment.
12. Maintain proper documentation in the vehicle including valid/current proof of insurance and registration of the vehicle.
13. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
14. Foster a culture of professionalism, team cohesion and accountability.
15. Promote and enable a positive work environment where team members feel empowered, engaged, and connected to Gleaners mission and strategic plan.
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.
Chauffeurs license required.
Excellent driving record
Pallet Jack and hi lo experience preferred.
Previous food handling experience preferred.

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 employee must occasionally lift and/or move up to 40 pounds.