

Rhode Island Community Food Bank

Job Description



Position Title: Truck Driver

Reports To: Transportation Manager

Status: Non-Exempt (hourly)

Grade: 6

Salary Range: \$45,000 - \$73,000

Work from Home: Not eligible for work from home

Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Position Summary: The RICFB Truck Drivers deliver agency orders, participate in special events requiring transportation, and pick up local donations. They are accountable to work as a team by effectively communicating the transportation needs and vehicle status to the operations management team. Food Bank Truck Drivers are also expected to do their own loading and unloading and participate in daily warehouse tasks and projects as needed and assigned.

Duties and Responsibilities:

1. Loading vehicles in the most efficient manner to ensure that deliveries can be made in the proper order for maximum efficiency.
2. Verifying orders by checking morning paperwork ensuring that all cold storage items are picked and loaded and having agency representatives check and sign for orders upon delivery.
3. Filling out logs, recording temperatures for any cold storage products, and completing some receiving paperwork.
4. Must advise the Transportation Management Team of any maintenance issues regarding vehicles.
5. Work with the Transportation Management Team to develop and implement safety practices and training procedures for all vehicle use.
6. Responsible for identifying and reporting any irregularity regarding deliveries and donation receiving's, ensuring that these issues are brought to the attention of the appropriate area of responsibility.
7. Ensure that the Transportation Management Team has the appropriate information to evaluate the efficiency of the program by completing all paperwork including driver's logs, agency invoices, fuel receipts, etc.

8. Responsible for understanding product flow and overall food bank operation and specifically how the work of the transportation team affects other areas of the department.
9. Customer services duties include interacting with agencies on the delivery route and representing the food bank, its work and mission to any donors/customers/people encountered on the road.
10. Provide general warehouse support including, but not limited to, cleaning, supply management, and keeping the warehouse in compliance with all regulatory codes (FA, Dept. of Health, OSHA, RICFB).
11. Other duties as assigned.

Skills and Qualifications:

- Knowledge of trucking procedures and a Class A or B CDL is required.
- Must have the ability to regularly lift up to 50 pounds.
- The ability to deal effectively in stressful conditions.
- Excellent communication and organizational skills.
- Ability to get ServSafe certified
- Forklift certification and experience using standard warehouse equipment including electric pallet jack is preferred or the ability to be certified.
- Experience with food warehousing and distribution preferred.
- Ability to communicate effectively in a team environment consisting of other staff members and volunteers.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in a warehouse environment, on the road, and at agencies in the community and is subject to varying temperatures (exposed dock, coolers and freezers, outside weather conditions) in all seasons. Regularly lifts and moves objects up to 65 pounds. Regularly use standard warehouse equipment including forklifts and pallet jacks. On occasion, will work outside of normal working hours at events in the community or at the Food Bank.

By signing below, the staff members agree to take full responsibility for the work outlined in this job description.

Employee Signature

Date