



Montgomery Area Food Bank (MAFB)

Position Description

Position: CDL Driver/Warehouse Assistant

Reports To: Transportation Manager

Pay Range: 36,000-50,400

Status: Non-Exempt - Hourly

Description:

The CDL Driver's primary responsibility is to operate MAFB's trucks, trailers, and other equipment necessary to successfully receive or deliver donated food products from stores, agencies, or community partners. Customer service is of the utmost importance since drivers are likely to be the primary person representing MAFB to donors, volunteers, agencies, and neighbors in the communities MAFB serves

Special Note: The Logistics Manager (LM) supervises all MAFB drivers when drivers are not on the road or actively in the process of servicing and maintaining their vehicles. All drivers are to assist in logistical and warehouse activities and are under the direct supervision of the LM and the Warehouse Manager (WM) during this time. The LM and WM are tasked with being diligent in addressing employee actions that are inconsistent with MAFB policies, procedures, and culture, that occur during times of their supervision.

Duties and Responsibilities:

Comprehends and actively participates in the observance of all applicable DOT regulations, OSHA, AIB, and MAFB policies and procedures

Maintains a courteous, professional, and positive attitude while interacting with customers, donors, agencies, volunteers, and all staff of MAFB

Maintains accurate records for all donation pick-ups/deliveries and ensures that all documentation, including agency payments, is turned in to the appropriate department upon completion of driving duties

Performs routine operator-level maintenance on trucks and trailers and notifies supervisor of any degradation of equipment that affects its operational readiness

Understands how to utilize the Route4Me software app and monitor the app for real-time updates and changes to the schedule

Keeps trucks and trailers clean and operationally ready both inside and out

Duties and Responsibilities (cont.)

Ensures logbooks are properly filled out and turned in each day, along with keys, gas cards, receipts, and other relevant documentation

Maintains an active CDL license by meeting all requirements before the license expiration date

Maintains a professional attitude, whether driving or working within the warehouse, and resolves issues within the framework of the chain of command.

Performs duties as workload necessitates

Communicates regularly with the chain of command regarding department issues and seeks to bring real and helpful solutions to problems

Demonstrates flexible and efficient time management and ability to prioritize workload

Consistently reports to work on time and prepared to perform duties of the position

Must be able to work in cold environments, including coolers and freezers, as needed

Performs other duties as assigned

Qualifications

High School Diploma or GED

Active CDL License with a safe driving record

Ability to read and understand written and numeric product identifiers

Possess excellent customer service, communication, and listening skills

Basic computer and technology skills

Reliable cellphone for communication purposes

Possess attributes of initiative-taking, being flexible, and a team player, with strong attention to detail and the ability to prioritize and multitask in a variable environment

Ability to observe OSHA Safety and AIB Food Safety Standards while completing work in a professional and timely manner

Must be able to lift up to 50 pounds.

Must possess communication skills that help establish and maintain effective working relationships with other employees, agencies, and volunteers

Must be able to work on their own without close supervision, be flexible, be able to work past

Must be able to respond appropriately to circumstances on the ground in a rapidly changing environment

Must be an adept problem-solver while still working within a team structure

1-3 years of warehouse experience preferred

Experience within the food industry and food safety preferred

Forklift certification preferred

Operating knowledge of warehousing procedures, occupational hazards and safety practices for warehouse handling and equipment moving preferred

My signature indicates that I understand my duties and responsibilities and intend to adhere to all of the requirements of this position fully. If at any point I fail to understand what is required, I will seek to gain clarity from my chain of command.

Print Name: _____ Date: _____

Signature: _____