



JOB DESCRIPTION

Position:	Food Sourcing Driver / Coordinator
Department:	Operations
Status:	Non-Exempt
Reports to:	Director of Food Sourcing

Job Summary:

Communicate and coordinate with existing and potential donors to increase the amount of food diverted from the land fill. Drive FOOD Share vehicles (Class C) to deliver daily orders to partner agencies. Pick-up donations on an as needed basis as directed by the Warehouse Manager.

Essential Functions:

- Drive FOOD Share's Class C vehicles.
- Project a positive public image of FOOD Share at all times.
- Perform deliveries to partner agencies.
- Perform pick-ups from donors.
- Accurately process delivery and donation paperwork.
- Responsible for cleanliness of truck.
- Report any truck issues / concerns to Supervisor.
- Food Safety awareness.
- Other duties as assigned.
- Communicate and coordinate with potential donors.

Other Duties:

- Assist with warehouse activities when driving and vehicle maintenance duties are complete.
- Report vehicle maintenance issues to the router.
- Assumes additional responsibilities as requested by the Warehouse Manager, Operations Manager or the President if the previous named managers are absent.

Job Qualifications:

- Two or more years delivery driving experience.
- CA Driver's License and Clean DMV record required.
- Willing to work flexible schedule determined by food needs of the food bank.
- Bi-lingual Spanish/English required.

- Able to pass health screening and background check.
- Competency in Microsoft Suite products.

Skills and Abilities:

- Knowledge and experience of vehicle maintenance.
- Ability to tow 29' trailer with FOOD Share Truck
- Ability to communicate well with staff and FOOD Share customers.
- Ability to communicate with volunteers and receive vehicle maintenance updates and reports.
- Able to function within an environment requiring multi-tasking skills.
- Ability to maintain a positive attitude
- Ability to operate forklift and other warehouse equipment.

Departmental Requirements:

- All Drivers are required to be organized and efficient at prioritizing projects
- All Drivers need to have the ability to work with and manage volunteers to maximize efficiency
- All Drivers needs to have exemplary customer service skills to communicate with all food bank stakeholders
- All Drivers needs to ensure they follow Food Safety Standards throughout the organization.

Education Requirements:

- Minimum of high school diploma or GED

Physical Requirements:

- Lifting (up to 50 lbs.).
- Able to sit or stand for extended periods of time.

FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.

* * The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change and additional responsibilities may be assigned depending on operational needs.

Employee Acknowledgement of Receipt

Employee name

Date

Employee Signature