

TRUCK DRIVER AND WAREHOUSE SUPPORT SOUTHEAST TEXAS FOOD BANK

JOB SUMMARY

Balance the handling of pickup and delivery routes as a truck driver with support of warehouse operations as needed to maximize the efficiency of the Food Bank's food receiving and distribution activities. Candidates must have a safe driving record and place a high priority on operating a motor vehicle and warehouse equipment safely and courteously. It is not necessary to have a commercial drivers' license to fulfill this position's duties. This position reports to the Director of Operations.

KEY JOB QUALIFICATIONS

1. Drive a box truck to make pickups/deliveries from local retail stores, social service agencies, and schools.
2. Physically capable of lifting and moving heavy objects and loading and unloading a box truck with hand tools and mechanical equipment provided. Truckloads may be as large as approximately 10,000 pounds of food and other products.
3. Perform ordinary warehouse duties. This includes but is not limited to operating warehouse equipment such as forklifts and pallet jacks, receiving product into facility, storing product, stocking shelves, managing movement of product, and ensuring warehouse and grounds cleanliness.
4. Must be able to pull food orders, ensure order accuracy, stock shelves, unload trucks, and work directly with other Food Bank staff to maintain an accurate inventory.
5. Must ensure completed pallets from product recovery are stocked on shelves correctly and in a timely manner, and quality control boxes are pulled for inspection.
6. Must complete all inspection logs and paperwork as required. This includes the Product Movement Sheets, pallet labels, truck inspection logs, etc.
7. Must ensure all safety regulations for the warehouse and equipment operation are followed.
8. Must ensure all Food Bank regulations regarding the distribution of food and USDA commodities are followed.
9. Provide good customer service to customers who come to pick up orders at the Food Bank and to customers served through truck pickups and deliveries.
10. Must be able to complete necessary paperwork related to truckloads carried.

11. Must have familiarity with traffic patterns in Southeast Texas.
12. In the event of a disaster, join other Food Bank employees in returning to work at the discretion of the Executive Director to provide emergency community response, once early responders and Food Bank management have made reasonable accommodations for the employees' safety.

Salary is dependent on experience. Occasional weekend work duties may be required.

The Southeast Texas Food Bank is an equal opportunity employer.