

**FOOD BANK OF THE SOUTHERN TIER  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Warehouse Driver	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Warehouse	<b>W/C# / EEO#:</b>	7380 / 7
<b>POSITION LEVEL:</b>	Warehouse Support	<b>GRADE LEVEL:</b>	295

**PRIMARY FUNCTIONS:**

The Warehouse Driver is primarily responsible for the operation of the Food Bank vehicles (including Refrigerated Truck) used in the acquisition and distribution of food products to member agencies and other affiliated associates of the Food Bank. However, the driver is also responsible for performing various manual tasks associated with warehouse operations, including packing orders, unloading deliveries, operating warehouse equipment, and general maintenance and cleanup.

**SPECIFIC DUTIES:**

1. Operates the Food Bank trucks to pick up local donations and deliver orders to member agencies throughout the multi-county service area. Maintains travel logs and other documentation as required.
2. Operates motorized forklift, pallet jacks, and other equipment within the warehouse safely and efficiently.
3. Assists in unloading and loading product onto/from trucks. Assures accuracy of quantity as well as the quality of deliverables.
4. Maintains optimal operating level of Food Bank vehicles, including oil, gas, fluid levels battery, tires, etc., and reports any problems to their supervisor.
5. Performs all required pre/post-trip vehicle inspections and report all safety issues and/or repairs required.
6. Performs various general warehouse duties, including packing customer orders, unloading deliveries, re-packing food products, and general maintenance duties in the warehouse, office, common areas, and grounds.
7. Assists in the daily operation of the warehouse and other related activities as required.
8. Other duties as assigned.

**TITLE OF DIRECT SUPERVISOR:** Director of Warehouse Operations

**STANDARD WORK SCHEDULE:** 7:00 am to 3:00 pm Monday thru Friday

**WORKSITE:** 388 Upper Oakwood Ave., Elmira, NY 14903

**WORK FROM HOME:** Not Eligible

- QUALIFICATIONS:**
- High School Diploma or equivalent preferred
  - A minimum of 1-year experience working in a warehouse and/or product distribution center as a driver and/or general warehouse worker is required
  - Possession of a current and valid CDL class A License
  - Occasionally lift, carry or move objects weighing up to 50 lbs.

**ADDITIONAL REQUIREMENTS:**

- Ability to read and perform basic mathematical functions
- Ability to travel throughout our six-county service area
- Willingness and ability to learn sanitary food storage and handling guidelines and practices
- Ability to multi-task
- Integrity and Trust
- Takes initiative to identify and propose remedies to problems
- Attention to detail with a focus on error-free work
- Able to maintain absolute confidentiality regarding written and verbal information
- Demonstrate ethical business practices in conformance with all state and federal laws and regulations.
- Willingness to foster agency, department, and program-wide cooperation and teamwork through the use of positive/constructive communication techniques
- Commitment to serving vulnerable populations and ending hunger in the Southern Tier
- Possession of a valid Drivers' license and a driver's record considered acceptable by agency and insurance carrier.
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance
- Adheres to all applicable federal and state laws and regulations, including but not limited to those governing confidentiality, privacy, program, billing, and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

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**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle
- Stand, sit, walk, bend, stoop, kneel, and reach
- Climb up or down stairs
- Able to reach above or below shoulders
- Occasionally lift, carry or move objects weighing up to 50 lbs.
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions
- Be able to read, write, and interpret written documents

**Acceptance of the Food Bank of the Southern Tier's**

- Mission: Working together to build and sustain hunger-free communities throughout the Southern Tier
- Vision: The Food Bank of the Southern Tier is committed to creating a future without hunger, where access to healthy food by all is recognized as fundamental to the well-being and success of individuals and the foundation of a strong, vibrant society
- Organizational Values: Have Integrity, Be Brave, Share Your Strength, Respect Relationships and Honor the Mission

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship

**EMPLOYEE CONFIRMATION:**

I have received and read a copy of this job description.

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Signature

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Date

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Print Name