

Second Harvest Foodbank of Southern Wisconsin

JOB DESCRIPTION

Job Title: CDL Driver
Reports To: Transportation Supervisor
FLSA Status: Non-Exempt

Date Updated: March 2018
Supervises: Volunteers as assigned.

Summary: The CDL Driver's primary responsibility is to drive the truck for picking up and delivering food. They will be the first face of Second Harvest Foodbank, representing our organization to our partner agencies and donors.

Expectations of the Employee

- Adheres to Second Harvest Foodbank Policy and Procedures.
- Acts as a role model within and outside the Foodbank.
- Performs duties as workload necessitates.
- Timely and appropriate execution and implementation of plans and ideas.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize work load.
- Consistently reports to work on time prepared to perform duties of position.
- Must be able to work in cold environments, including coolers and freezers.

Position Responsibilities & Essential Functions

- Drive trucks safely to pick up and deliver food.
- Maintain accurate records for all donation pick-ups/deliveries.
- Develop and maintain excellent relationships with all partner agencies, food donors, and other people involved in ending hunger.
- Understand and participate in ongoing safety program.
- Report equipment needing repairs to the Transportation Supervisor
- Ensure program operations comply Second Harvest, State, and Local regulations.
- Work collaboratively with volunteers and operations team.
- Attend Driver and All Staff Meetings.
- Assist in keeping warehouse and equipment clean and in good working order.
- Responsible for ensuring the general maintenance on all trucks is performed on a regular basis.

Competencies

Language Ability

- Ability to read, analyze, and interpret general business written communications.
- Ability to effectively present information and respond to questions from groups, managers, agencies, customers and the general public.

Math Ability

- Ability to calculate figures and amounts such as discounts, interest and percentages.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

- Employee must have the ability to utilize email.
- Employee will be expected to learn and effectively use internal software programs.

Equipment

- Ability to operate forklift.
- Ability to operate pallet jack.

- Ability to operate other warehouse equipment as necessary.

Supervisory Responsibility

- This position will supervise volunteers as assigned.

Qualifications

Required Education/Experience

- High School Diploma and 1-2 years of related experience and/or training; or equivalent combination of education and experience.
- Valid CDL Class A
- Must have the ability to complete food safety certification within sixty days of hire.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a warehouse environment, as well as out in the community making deliveries and picking up donations. This role routinely uses standard warehouse equipment such pallet jacks, hand trucks and forklift. The noise level in the work environment is usually moderate. Employee must be to work in cold environments, including cooler and freezer. While performing the duties of this job, the employee is regularly exposed to working near moving mechanical parts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; crouch; crawl; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to lift and/or move up to 50 lbs.

Employee Signature*

Date

**Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position. This job description does not alter the employee's employment-at-will status with Second Harvest Foodbank of Southern Wisconsin. This job description is an outline of the position's current duties, and responsibilities, it is not designed to cover an exhaustive listing of activities that are required to complete the job responsibilities. Second Harvest Foodbank of Southern Wisconsin reserves the right to make appropriate changes in this job description at the sole discretion of the management.*