



Job Description

Job Title: Driver

Work Location: AZCEND office, California Street

Division/Department: Food Bank

Reports to: Food Bank Manager

☐ Full-time
☒ Part-time
☐ On-Call

☐ Exempt
☒ Nonexempt

Work Schedule: This position works primarily business hours on weekdays. Work days rotate on a weekly basis based on the needs of the Food Bank.

Position Summary:

The Driver position responsible for the transportation and inventory of all donated food. Assists with food bank inventory, food drives, representing the agency in the community and among donors and suppliers, and ensuring a well-stocked food supply to benefit customers of the Chandler Food Bank program.

Essential Duties and Responsibilities include the following, other duties may be assigned:

- Drives truck/van to pick up, unload, and store donated foods from food drives, stores, restaurants, gleanings (post-harvesting) and other entities in a timely manner.
- Keeps accurate records of all pick-ups and deliveries.
- Receives donated food; weighs and records receipt of food, sorts and eliminates food items unfit for distribution to clients.
- Maintains positive relations with partners, food bank staff, donors and volunteers to foster continued support and professional working relationships.
- Arranges for drop off of donation boxes and pick up of food at the end of food drives.
- Works with volunteers when assigned to do so. Provides those volunteers with guidance as needed.
- Observes safety practices while in the warehouse as well as when operating warehouse equipment including, but not limited to, the forklift and Food Bank delivery vehicles. Alerts Food Bank Manager of unsafe conditions/practices.
- Monitors food temperatures to insure compliance with health and safety standards as well as other contractual obligations.
- Checks vehicle daily for fuel and makes sure everything is safely operational.
- Fills gas tank as needed and maintains mileage, repair and gas logs in each vehicle.
- Performs and/or arranges for service and regular maintenance of vehicles as directed.
- Familiar with all routes and provides feedback to Food Bank Manager regarding route efficiency.
- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters and takes prompt corrective action where necessary or suggests alternative courses of action.
- Exercises confidentiality, sensitivity, and professionalism and upholds company values and goals.

Duties and responsibilities may change or new ones may be assigned at any time with or without notice.

Education and/or Work Experience Requirements:

- Training in vehicle operation and traffic laws and driving experience with appropriate driving record (verifiable with MVD).
- A current Food Handler's card is required within the first 90 days of employment.
- Certification in CPR and First Aid.
- Possess a current Arizona driver's license
- Ability to qualify to drive AZCEND vehicles through company insurance provider.

- Must be able to obtain a Level One fingerprint clearance card from DPS and pass a Central Registry background check.

Physical Activities and Demands:

- Constantly
 - operate a motor vehicle, particularly the organization's box trucks.
 - ascend or descend from the motor vehicle
 - move self in different positions to accomplish tasks in various environments including tight and confined spaces.
 - move about to accomplish tasks or moving from one work site to another.
 - adjust or move objects up to 100 pounds in all directions and heavy work.
 - communicate with others to exchange information, via use of computer, software systems, email, and phone.
 - utilize vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - repeat motions that may include the wrists, hand, and/or fingers.
 - operate machinery, power tools, or heavy equipment used in a warehouse, especially the truck lift and pallet jacks.
 - assess the accuracy, neatness, and thoroughness of the work assigned.
 - perform the essential job functions consistent with the ADA and other federal, state and local standard in a safe and successful manner.
 - maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.

Environmental Conditions:

- The driver's work environment is spread out between different areas, such as picking up food in the senior center and kitchen, being in the AZCEND vehicle, and, being out in the community. Work is performed in:
 - low or high temperatures.
 - outdoor elements such as precipitation and wind.
 - noisy environments.
 - areas of fumes, such as gas station.
 - small and/or enclosed spaces

Approved By:**Approved Date:****Print Employee Name:****Employee signature:****Date:**