



Truck Driver

POSITION SUMMARY:

Responsible for driving the Loaves & Fishes (L&F) truck in making routine and special pickups and deliveries from the Greater Boston Food Bank (GBFB), food donation sites, food drive locations and other food pantries. Help with the food pantry operations as needed. Reports to the Executive Director or delegated staff member.

TIME REQUIREMENT

The Truck Driver will work 12 – 18 hours per week subject to changes in scheduling.

PRINCIPAL RESPONSIBILITIES:

Operations

- Drive the L&F truck from L&F to the GBFB to pick up and deliver food pallets to the L&F food pantry.
- Drive the L&F truck from L&F to the GBFB to pick up and deliver food pallets to other area food pantries.
- Drive the L&F truck to other area locations as needed.
- Work with others to responsibly load and secure the goods collected in the truck as required for each pickup location.
- Work with pantry staff and volunteers to offload deliveries according to the needs of each deliver location.
- Understand and adhere to all regular truck maintenance schedules to keep the truck in good working condition. Keep all relevant tools and devices in good working order.
- Perform activities that would be necessary to keep truck available for usage in all seasons such as driving in inclement weather, snow clearing, physically moving the vehicle, keeping both interior and exterior clean and presentable, etc.
- Alert supervisor of any issues that arise in the course of performing job duties

Administration

- Work collaboratively with other staff members and, as needed, volunteers.
- Maintain positive working relationship with external suppliers.

Job Description: September 2021

Position Status: Nonexempt hourly, Part-time



- Attend all scheduled and ad hoc meetings as required.
- Keep records of activities and schedules as needed.

QUALIFICATIONS

- High School plus 3 years safe truck driving experience.
- Must meet all state certification requirements and demonstrate a safe driving record at time of hire and on an ongoing basis subject to an annual Motor Vehicle Record/Driver's License check.
- Must be able to comfortably drive and maneuver a 24 foot truck (No CDL required).
- Must be physically able to operate a pallet jack and lift gate, and be able to lift up to 50 lb. boxes, cartons and other objects/deliverables. Assist others in offloading food when needed.
- Able to follow all state safety requirements for driving, loading and unloading goods.
- Must be reliable in executing established schedules and plans, and quickly communicating any issues as they occur to supervision.
- Able to adapt to new scheduling or adjustments when demand changes and/or emergencies occur.
- Ability to represent L&F to external organizations in a professional, courteous and confidential manner.
- Shows a commitment to the mission and goals of Loaves & Fishes Food Pantry, Inc.

Truck Driver

I acknowledge I have reviewed the job description and understand its contents. I further understand that management reserves the right to modify this job description at any time.

Employee

Date

Reviewed with:

Manager/Supervisor

Date

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