



## Care and Share Food Bank for Southern Colorado

**Division/Department:** 30-Operations Department

**Location:** Colorado Springs

**Job title:** Overnight Local Supervisor / Driver

**Reports to:** Transportation Manager

**Status:**  
Hourly

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours:** 40hrs/week

- Exempt
- Nonexempt

**Position Summary:**

- Supervise two night-time drivers
- Act as a customer service liaison between Care and Share Starbucks and new donors
- Establish good donor relations through customer service
- Recommend tactical strategies and improvement ideas to management
- Must have strong communication skills (verbal, written and interpersonal) to effectively communicate with agencies, donors and customers
- Rapidly respond to resolve critical “customer” situations decisively, redirecting resources as needed
- Ability to work from oral or written instructions and plan work without direct supervision
- Load or assist with loading and appropriately securing product, materials, or supplies
- Deliver and pickup orders to delivery sites in a timely manner
- Ability to work outside in all weather conditions
- Candidates must be available to work overnights, weekends, and holidays
- Records mileage on log sheet, reports problems with vehicles and equipment. Maintains appropriate records as required by Care and Share
- Able to lift 50 pounds
- Abide to all food safety Good Manufacturing Practice (G.M.P) rules
- Follow all Department of Transportation (D.O.T.) Regulations
- Understands and observes all safety procedures and practices
- Maintain hours of service logs and pre/post trip inspection procedures
- Communicate all issues/problems to supervisor
- Obtain and maintain manager level ServSafe certification
- Teamwork: Supports Care and Shares work and activities. Encourages team unity through sharing information or expertise
- Other duties as assigned

**Minimum Requirements:**

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- High School Diploma or equivalent
- Ability to operate forklift and pallet jack safely
- Valid driver’s License, class B preferred. Safe driving record. Have a valid Motor Vehicle Review at the time of interview and maintain clean driving record throughout employment.
- Other duties as assigned

**Work experience requirements:**

- Prior delivery experience
- Minimum of 1 year all weather driving experience

**Reviewed by:**

**Date:**

**Employee Signature:**

**Date:**

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.

Please send resume to Wil at [will@careandshare.org](mailto:will@careandshare.org).