



Care and Share Food Bank for Southern Colorado

Division/Department: 30-Operations Department

Location: Colorado Springs

Job title: Over the Road Driver

Reports to: Transportation Manager

Status:
Hourly

Type of position:

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

Hours: 40hrs/week

- Exempt
- Nonexempt

Position Summary:

- Act as a customer service liaison between Care and Share and establish good donor relations
- Load or assist with loading and appropriately securing product, materials, or supplies inside delivery vehicle.
- Deliver and pickup orders to specified delivery sites in a timely manner. Possibility of an overnight route.
- Candidates must be available to work days, an occasional weekend, or holiday
- Maintains appropriate records as required by Care and Share, AIB, F.A.
- Able to lift 50 pounds
- Must abide to all Food safety GMP rules
- Follow all D.O.T. Regulations
- Understands and observes all safety procedures and practices
- Maintain hours of service logs and pre/post trip inspection procedures
- Get all invoices signed by agencies
- Return all signed paperwork to supervisor
- Communicate all truck issues/problems to supervisor ASAP.
- Teamwork: Supports Care and Shares work and activities. Encourages team unity through sharing information or expertise.
- Other duties as assigned.

Minimum Requirements:

- High School Diploma or equivalent
- Valid driver's license - Class A CDL license
- Ability to operate forklift and pallet jack safely
- Have a valid MVR at the time of interview
- Able to pass the DOT physical examination
- Ability to read and speak the English language

Work experience requirements:

- Prior delivery experience
- Minimum of 1 year CDL over the road 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 Nick at nick@careandshare.org by 5:00 p.m. on 3/1/2017.