



Care and Share Food Bank for Southern Colorado

Division/Department: 30-Operations

Location: Pueblo

Job title: Driver/Distribution Center Associate

Reports to: Pueblo Distribution Center Manager

Status:
Hourly

Type of position:

- Full-time
 Part-time
 Contractor
 Intern

Hours: 40hrs/week

- Exempt
 Nonexempt

Position Summary:

Driver will be responsible for picking up a retail store donation from area donors as well as delivering product to agencies throughout Pueblo. When not driving, this position serves as a Distribution Center Associate, and will be assigned where needed in the facility on a daily basis and may be in several areas throughout the day. The role of Driver/Distribution Center Associate is critical to our function of serving our neighbors in need and must display a positive attitude, flexible nature and can-do willingness to pitch in where needed at all times. Driver must always be an advocate for safe behavior and working conditions.

Duties and Responsibilities:

- Actively participate with enthusiasm, possess a positive energy and commitment to work with others.
- Ability to work in a fast-paced environment with precision.
- Maintain safety as a core value in the warehouse and on routes.
- Run a route in a timely manner
- Pick up food/non-food items from local retailers, weigh in product, properly handle and put inventory away. Loading and unloading his/her own truck required.
- Deliver orders to local partner agencies, like soup kitchens and food pantries. Assists loading product into vehicles of our partner agencies, as needed. Get all Delivery invoices signed by agencies and return to distribution center manager.
- Must be able to pick up extra stops at a moment's notice
- With the highest degree of accuracy, pick orders for our partner agencies.
- Actively participates with twice yearly inventory.
- Must be food safety trained and adhere to all proper protocol.
- Must abide to all food safety GMP rules.
- Follow all D.O.T. Regulations
- Eagerly participate in all other duties as assigned

Work experience requirements:

- Valid Colorado Driver's License with a Class B CDL endorsement
- Clean MVR
- Forklift experience preferred
- Must be well organized and attention to detail
- Able to lift 60 pounds
- Must possess good customer service
- Proven Track record of safe behavior in a fast paced environment.

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.