



Care and Share Food Bank for Southern Colorado

Division/Department: 30-Operations Department

Location: Colorado Springs

Job title: Overnight Local Route Supervisor and Driver

Reports to: Transportation Manager

Status:

Hourly

Type of position:

☒ Full-time

☐ Part-time

☐ Contractor

☐ Intern

Hours: 40hrs/week

☐ Exempt

☒ Nonexempt

Position Summary:

As the Overnight Local Supervisor and Driver, you will be leading our overnight pickups that are focused on area Starbucks locations. You will oversee one other associate and will work in tandem with them to fulfill our commitment to Starbucks of picking up rescued food from their stores to in turn distribute to our neighbors in need.

Duties and Responsibilities:

- Act with an enthusiastic spirit as a liaison between Care and Share Food Bank and Starbucks by picking up donations from them nightly and in a timely manner.
- Supervise and lead a night-time driver.
- Recommend tactical strategies and operational improvement ideas to management.
- Must have strong communication skills (verbal, written and interpersonal) to effectively communicate with donor and colleagues.
- Rapidly respond to resolve critical "customer" situations decisively, redirecting resources as needed
- Load or assist with loading and appropriately securing product, materials, or supplies
- Ability to work and drive outside in all weather conditions.
- Records mileage on log sheet, reports problems with vehicles and equipment.
- Maintains appropriate records as required by Care and Share, to include hours of service logs and pre/post trip inspection procedures, poundage received and adhere to proper loading of that information into database.
- 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
- Communicate all issues/problems to supervisor
- Other duties as assigned

Work experience requirements:

- Able to lift 50 pounds
- One-year related experience
- High school diploma
- Candidates must be available to work overnights, weekends, and holidays.
- Obtain and maintain manager level ServSafe certification

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.