



Job Description: Receiving & Delivery Driver – Part-Time

Job Title: Apache Junction Food Bank (AJFB) Delivery Driver

Department: Program/Operations

Reports To: Operations Manager and Executive Director

Job Status: Non-Exempt

Supervisory Responsibilities: None but does need to work independently

Benefits/Pay: Part-time, starting pay: \$13.50 an hour, up to 30 hours per week.

Personal time off is accrued based on Arizona State law.

Four paid holidays a year, depending upon schedule. No other benefits.

Considerations: Commercial Driver's License not required. Applicants with a poor driving record will not be considered for the position. Must be physically fit and able to lift up to 50 pounds regularly.

Primary Role: Responsible for going to large grocers, stores and other locations on a regular, prescribed route to pick up donated food for the AJFB. This includes being on an early morning schedule, interfacing with store receiving personnel and managers, and preparing required paperwork. Our large, refrigerated truck must be loaded properly, efficiently, and safely, this will usually be done with a co-worker. The items are then delivered to the Food Bank and unloaded.

Secondary Role: Provide support in the warehouse when the truck route has been completed for the day, if needed. This includes moving product, sorting, cleaning, and other warehouse duties.

Daily Supervision: The Operations Manager oversees the drivers during shifts and provides further duties, changes, or adjustments to the schedule. The Executive Director may also assign or change duties and is the administrator of all staff and volunteers of the Food Bank.

Special Considerations: The individual for this job needs to be physically fit and able to lift up to 50 pounds regularly. Do not apply if any back problems exist, even minor problems. Drivers must have exceptional social and customer service skills and will often deal with other staff, volunteers, donors, and community members as well as store personnel.

Job Responsibilities:

- Shifts are Monday to Saturday from 6 am to approximately 12 noon.
- Picks up donated food items after driving vehicle to location; loads product to donors' specifications and stores safely in the truck; verifies product is checked in and required paperwork signed and completed. Inputting records into a simple computer program at the Food Bank upon return may be required of this position.

- After the truck has been emptied and cleaned and prepared for the next day by the drivers, helps in the warehouse until the shift is over. This can mean working at one of the sorting stations, moving product around the warehouse or cleaning, sweeping and mopping. Warehouse duties are limited and based on seasonal levels and other factors that impact the number of volunteers on any daily shift.

Qualifications:

- Flexible and adaptable to scheduled work days - our drivers collaborate with the Operations Manager to fill the 6-day weekly schedule and occasionally changes are needed to cover each other.
- Ability to work professionally with another driver to complete the days' schedule.
- Able to arrive at work before 6:00 am and leave on time.
- Able to work with minimal supervision.
- Works well with others, especially store representatives and volunteers, and practices great customer service skills with a positive and friendly manner.
- Reliable and trustworthy.
- Safe driving skills or be a good (not distracting) passenger in a 16' box truck and operate gate lift.
- Consistently safety oriented.
- Ability to multi-task and demonstrate proficiency in time management and organization.
- Be positive and communicate fully and on a timely basis with the Operations Manager or Executive Director.
- Willing to work an extra day or overtime for holiday programs or special events.
- Able to speak English proficiently - Spanish speaking a plus.
- Good hygiene!

Education: High School Diploma or G.E.D.

Certificates: Current Arizona State Driver's License, valid and in good standing with no history of DUI's.

Training after hire: Required to pass Civil Rights Training course, forklift operating course, other classes as deemed necessary.

Background check: Will be conducted.

Drug Testing: Will be required.