



## **Job Vacancy Announcement**

**Title:** Mobile Pantry Driver (CDL-Class A or B)

**Reports to:** Director of Operations

### **Attributes & Values**

- Passion, focus, and creativity around Food Bank vision, mission, and values.
- Strong work ethic with orientation toward innovation, action and continuous improvement
- Internal drive to challenge the organization, themselves and the team to move the needle in our organizational mission.

### **SKILLS**

- **Teamwork**- collaborator who enjoys working together to meet goals.
- **Relationship Management**- ability to work with team on multiple relationships-internal and external (staff, donors and member agency partners, etc.)
- **Relatability**- Ability to relate effectively with other staff, volunteers, agency representatives and the general public.
- **Positive Attitude**- Ability to work through different circumstances (change of schedule, weather, etc.) with a positive attitude.

### **Responsibilities and Duties**

Mobile Pantry Driver reports to Director of Operations. Candidate must have good communication skills and act as an outside representative of the Food Bank to donors, agencies and others. The CDL Driver must have ability to operate company vehicle, to operate large machinery as needed, and lift up to 50 lbs. comfortably. Individual must consistently perform regular vehicle checks and ensure general maintenance is performed on all transportation equipment in a safe manner. Drivers will safely transport product, maintain the tractor and trailer and equipment, maintain the logs (paper and electronic) properly and assist as necessary with warehouse duties. This position must have full availability Monday-Saturday, with most work weeks being 4 full days, Wednesday-Saturdays.

### **RESPONSIBILITIES**

1. Maintain current CDL driver's license and medical card (on person and on file in MFB office) Note: CDL for Class A (combination) and Class B for 26,001 lb. truck. Class D for all others. Acquisition is driver responsibility.



2. Perform mandatory vehicle inspections and pre-trip inspections. **(This includes checking fluid levels in truck power unit and refrigerated Thermo King unit on assigned vehicle.**  
The refrigerated unit should be checked weekly)
3. Provide a post seven year driving record.
4. Must be able to read, write, counting and basic math skills for conducting distribution and receiving donated products on designated routes.
5. Able to follow written directions and or read a map.
6. An ability to be trained or groomed to the needs of Mountaineer Food Bank and be an ambassador for the food bank when dealing with feeding programs and donors.
7. Maintain a clean and neat appearance. Good personal hygiene and no clothing that promotes vulgarity or inappropriate intentions.

#### **MOBILE PANTRY**

8. Works with Director of Operations and Product Flow Coordinator to operate Mobile Pantry programs. The Driver is responsible for delivery of product and ensuring that the product is maintained at safe storage temperatures and locations.
9. Driver is responsible for unloading/loading the vehicle at MFB and at the delivery site. They must be able to load and unload the truck using a manual pallet jack on different surfaces and grades. Mobiles may be on different grades and surfaces.
10. Driver must be willing to hand load and unload some food items in a timely manner as necessary. The driver will need to stage the food items (pallet) in specific locations according to the direction of the Product Flow Coordinator or hosting partner.
11. Driver is responsible for maintaining appropriate paperwork and invoices and cleanup and breakdown of the event.
12. Be trained in food safety to ensure proper temperature control of product at the mobile site.
13. The driver will be subject to regular weekend shifts (Saturdays) and early mornings due to weather and start times.

#### **DISTRIBUTION**

14. Pre-trip assigned truck for route.
15. Record date, driver initials, starting odometer reading in MFB mileage log book in vehicle.



16. Always record departure time and return time in log book.
17. Record returning odometer reading on the log sheet in the truck log book at the end of the day.
18. Driver will be required to operate and maintain a DOT approved electronic log book. A tablet, username and password will be provided by MFB.
19. Load truck appropriately and efficiently for safety of the product and vehicle.
20. Include a hand jack if necessary.
21. Collect invoices for present dates delivery before departure. (Note: paperwork could also include CSFP documents such as "sign sheets".)
  - Distribute food exactly per amounts and description on pre-ordered invoice.
  - Mark invoices with an X or checkmark to indicate product was accounted for and distributed.
  - Make corrections near the description if there are discrepancies with amount on invoice and actual amount of product. Make these changes known to the inventory clerk on return to MFB offices.
  - When finished with a particular agency (dry, perishable and frozen product) sign and date the invoice as the MFB representative driver and have the feeding program representative sign and date same invoice. Give one (1) copy to the feeding program and return the other to MFB inventory clerk.
  - ALWAYS be aware of the time of day. If the driver has multiple stops (counties) on a particular route, they must remain aware of the time for the next stop on their route. If they are going to be late or delayed they must contact the office so that notification can be made in a timely manner to the agencies waiting ahead. There is an arrival - departure schedule sheet in each log book.
  - After completion of a route, call MFB office and speak to administration to see if any additional stops will be made while returning to warehouse.
  - Always fuel (diesel or gasoline) the vehicle that you are returning to MFB warehouse for duties during the next day's shift. This will require that the driver has an identification number in order to use the fuel card provided. This identification number can be obtained from the executive director or the director of operations.



- Absolutely record the amount of gallons in the provided truck log book. This is mandatory. Write the vehicle number on top of the receipt and return receipt immediately to the warehouse in the location provided.
- If this unit has traveled in another state, record the amount of miles traveled in appropriate column on log sheet.
- It is the responsibility of the returning driver to clean and unload the back of the truck. This includes separating CHEP pallets from plain pallets and returning them to their staging area in the back of the warehouse. Collecting all trash, plastic and cardboard and disposing of. Sweeping and or washing out the back of the truck. This must be done upon arrival to the warehouse so that the vehicle is absolutely ready for the next day's shift.
- NOTE: Always run the refrigerated Thermo King unit on your vehicle daily. Even in colder temperatures, turn the unit on for at least 1 to 2 hours. This charges the battery and helps maintain lubrication for that unit. This helps with preventive maintenance.

NOTE: If stopped at any time, in any MFB vehicle, by any law enforcement agency (state police, city or sheriff, D.O.T., etc.) as soon as the stop is completed and driver has been released, that driver must call MFB office and report. Do this immediately. Do not wait until return to MFB.

Also driver is to call MFB office to report any delays that occur in their route such as accidents, bad roads, construction, etc.

### **Maintenance**

**22.** Drivers will be scheduled to allow time for cleaning their truck. This includes the cab interior, box interior and exterior of truck.

**23. Perform additional duties as assigned**



This is a full-time position and includes the following benefit package: Insurance (Health, Life, Vision and Dental), Paid Vacation and Sick Leave.

To apply, please send a resume and references by January 31, 2019 to [chad@mountaineerfoodbank.org](mailto:chad@mountaineerfoodbank.org) or mail to:

Attn: J. Chad Morrison  
Mountaineer Food Bank  
484 Enterprise Drive  
Gassaway, WV 26624

Applications can also be downloaded at [www.mountaineerfoodbank.org](http://www.mountaineerfoodbank.org) or at the main office at 484 Enterprise Drive, Gassaway, WV 26624. Questions can be directed to 304-364-5518.

Mountaineer Food Bank is an equal opportunity employer.

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