**Job Description**

**Title: Class D Driver- Programs Staff**

**Reports to: Director of Community Programs**

**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.

**EXPERIENCE:**

Must have a clean driving record, a valid driver’s license and a Class D endorsement.

**SKILLS:**

* Demonstrated successful experience in working with a team environment, including board members and other volunteers in distribution environment. Proven ability to initiate action and motivate others.
* Strong personnel management techniques and experience.
* Ability to keep records in an organized and efficient manner.
* Excellent communication skills to professionally represent the Mountaineer Food Bank.

**DUTIES AND RESPONSIBILITIES**

* Pre-check trucks/van based on a routine checklist and ensure vehicle is loaded properly before taking vehicle on the road.
* Deliver product on time or early to scheduled food distribution sites.
* Follow specific instructions on how to load/unload product and distribute to the site and public.
* Be trained and able to operate a pallet jack and truck lift-gate safely and properly.
* Communicate effectively and professionally with our community partners, other staff members and the general public prior and during deliveries.
* Assist in the facilitation and promotion of MFB’s Programs as directed by the Director of Community Programs
* Effectively manage each distribution to ensure a positive experience for volunteers, donors and recipients according to MFB procedures and ensuring that partners/volunteers follow procedures through training and reinforcement.
* Communicate with supervisor on a weekly basis to share feedback, record keeping, service numbers, volunteer records and other paperwork as needed.
* Must be able to frequently lift up to 50 pounds and enter/exit a vehicle frequently.
* Must keep detailed records of deliveries and daily activities and keep documents organized as directed.
* Performs other duties as assigned by supervisor.

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