



Heart of Alabama Area Food Bank Position Description

Position: CDL Driver/Warehouse Assistant

Reports To: Transportation Manager

Pay Range: 39,000 - 52,000

Status: Non-Exempt - Hourly

Shift: 6:00 am – 3:30, M-Th and 6:00 am – 12:00pm, Fri and all travel is regional. Driving on weekends is very rare and overtime compensation is paid for work outside of the regular shift.

Benefits: 12 days paid annual leave
12 days paid sick leave
Employer paid single health coverage, dental, and vision
403(b) Retirement Plan with up to 5% employer match
Employer paid Life insurance policy

Description:

The CDL Driver's primary responsibility is to operate HAFB's trucks, trailers, and other equipment necessary to successfully receive or deliver donated food products from stores, agencies, or community partners. Customer service is of the utmost importance since drivers are likely to be the primary person representing HAFB to donors, volunteers, agencies, and neighbors in the communities HAFB serves.

Duties and Responsibilities:

Comprehends and actively participates in the observance of all applicable DOT regulations, OSHA, AIB, and HAFB policies and procedures.

Successfully completes required training certifications (OSHA, Food Safety, etc.) within 6 months of hire

Maintains a courteous, professional, and positive attitude while interacting with customers, donors, agencies, volunteers, and all staff of HAFB

Maintains accurate records for all donation pick-ups/deliveries and ensures that all documentation, including agency payments, is turned in to the appropriate department upon completion of driving duties

Performs routine operator-level maintenance on trucks and trailers and notifies supervisor of any degradation of equipment that affects its operational readiness

Understands how to utilize the Route4Me software app and monitor the app for real-time updates and changes to the schedule

Keeps trucks and trailers clean and operationally ready both inside and out

Ensures logbooks are properly filled out and turned in each day, along with keys, gas cards, receipts, and other relevant documentation

Maintains an active CDL license by meeting all requirements before the license expiration date

Maintains a professional attitude, whether driving or working within the warehouse, and resolves issues within the framework of the chain of command.

Communicates regularly with the chain of command regarding department issues and seeks to bring real and helpful solutions to problems

Demonstrates flexible and efficient time management and ability to prioritize workload

Consistently reports to work on time and prepared to perform duties of the position

Must be able to work in cold environments, including coolers and freezers, as needed

Performs other duties as assigned

Qualifications

High School Diploma or GED required and at least 2 years CDL driving experience preferred

Active CDL Class A License with a safe driving record and up to date medical card

1-3 years of warehouse experience preferred

Ability to read and understand written and numeric product identifiers

Possess excellent customer service, communication, and listening skills

Forklift certification preferred

Basic computer and technology skills

Reliable cellphone for communication purposes

Possess attributes of initiative-taking, being flexible, and a team player, with strong attention to detail and the ability to prioritize and multitask in a variable environment

Ability to observe OSHA Safety and AIB Food Safety Standards while completing work in a professional and timely manner

Must be able to respond appropriately to circumstances on the ground in a rapidly changing environment

Must be an adept problem-solver while still working within a team structure

Experience within the food industry and food safety preferred

Operating knowledge of warehousing procedures, occupational hazards and safety practices for warehouse handling and equipment moving preferred

Physical Demands/Environmental Factors

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals to perform the tasks outlined in this job description. Individual will be subjected to frequent standing, walking, stooping, kneeling, and crouching. Must regularly lift and/or move up to 20 pounds, frequently lift and/or move 50 pounds, and occasionally lift and/or move more than 50 pounds with assistance or equipment. Frequent exposure to freezer and cooler environment. Indoor office/warehouse environment with moderate noise at food bank location. Some evenings and weekends may be required.

My signature indicates that I understand my duties and responsibilities and intend to adhere to all of the requirements of this position fully. If at any point I fail to understand what is required, I will seek to gain clarity from my chain of command.

Print Name: _____

Date: _____

Signature: _____