

Feeding the Gulf Coast Job Description

Job Title: Route Driver
Department: Warehouse/Operations
Reports To: Operations Manager
FLSA Status: Non-Exempt
Location: Panama City, FL

About the Organization: As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

Summary: Drivers will perform transportation duties in the field picking up and delivering product as well as assisting with general warehouse duties. They will also play a key role in daily vehicle maintenance and the implementation of Quality Control standards regarding products to be picked up and transported. Responsible for picking up, delivering, and moving product. Requires extensive enthusiastic interaction with the public and with other staff members.

Duties and Responsibilities include the following:

- Inspect, operate, and maintain assigned truck in a professional and safe manner as per State drivers code, highway safety rules, USDOT codes, and UMCSR.
- Comply with all company safety policies, and reporting of any conditions that need attention. Ensure, through continuous monitoring and reporting procedures, that all standards are met in accordance with the Safety Rules, Guidelines, and Sanitation policies. Feeding America warehouse and salvage guidelines as well as inventory control and distribution procedures; County, State, DOT, OSHA standards.
- Complete daily routes as assigned.
- Complete all assignments while maintaining the integrity of products through proper inspection, handling, and storage procedures.
- Inspect all products to be picked up and complete the driver inspection report for every load transported, including sanitation duties.
- Load and unload vehicle and operate in a safe manner at all times.
- Always transport food products under sanitary conditions; especially proper temperature.
- Establish rapport with representatives of food donors and vendors.
- Assist with weighing of product, loading and unloading at warehouses.
- Maintain proper storage and separation of food and non-food items.

- Continuously check products for expiration dates, any signs of contamination, or other signs of unsafe distribution when picking up product.
- Advise management of the need for repairs of equipment, safety and sanitation violations.
- Operate equipment under all legal driving rules and maintain safe driving.
- Cross trained in Warehouse operations and equipment. Performs within acceptable standards and allotted time for assigned tasks, duties, and responsibilities as observed by the Operations Manager.
- Maintain and fill out daily driver intake forms.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and Google Gmail.

Education/Experience:

High school diploma or general education degree (GED) or four to six years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

- Valid driver's license – Class B preferred (not required)

Equipment:

- Manual and electric pallet jacks
- Power lift gates
- Data phone
- GPS

Knowledge, Skills and Other Abilities:

- Communication skills interacting with customers and volunteers of all ages individually and in groups
- Problem solving skills
- Independent operation
- Self-starter
- Attention to detail

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee is frequently required to taste and smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to see color, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; and outdoor weather conditions.

The noise level in the work environment is usually moderate.