

GALVESTON COUNTY FOOD BANK, INC.

Job Description: CDL Driver/Warehouse Associate - Non-Exempt Part-Time Position

Position Summary:	CDL Driver/Warehouse Associate will report to the Warehouse Manager. CDL Driver/Warehouse Associate will maintain warehouse products for storage and distribution following all guidelines. Position will be required to load and unload products to or from warehouse via commercial trucks and trailers, vans and operation of all warehouse equipment. Position will operate Food Bank vehicles for pickup and deliveries for distribution.
Education Requirement:	Position requires a minimum of a GED with High School diploma preferred with valid CDL Class A license.
Experience Requirement:	<ul style="list-style-type: none"> • Must have a valid Texas Class A CDL and a clean driving record. A minimum of 5 years driving experience with professional driving experience required • Performing warehouse duties when not driving is expected. Must have or be able to obtain forklift certification • Must be able to comply with company driving policy and submit to and pass DOT random drug testing
Major Accountabilities:	<ul style="list-style-type: none"> • Represent the Organization in a professional manner in all dealings with the public. • Provide a consistently high level of customer service with all customers to sustain relationships • Operate all trucks and warehouse equipment safely, with due care and consideration at all times. Become knowledgeable about and execute all Organization safety procedures • Maintain transportation logs, pre-trip procedures, maintenance schedule, receipts, and invoices according to organizations policy • Handle all product safely, with due care and consideration at all times. Become knowledgeable about and execute Organization safe food handling policies and procedures • Maintain cleanliness and sanitation of equipment (e g., truck, pallet jack, etc.) on a daily basis • Assist with the loading and unloading of Organization and non-organization vehicles • Position does not have supervisory authority. However, providing guidance and direction to volunteers aiding in food distribution programs is expected • Assist in fundraising and other program activities as necessary • Perform other duties as assigned by Warehouse Manager, (or Operations Manager – TBD) or Executive Director
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 to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, sit, talk and hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; and may occasionally be required to climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must have current CDL Medical Card.
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 to perform the essential functions. The noise level in the work environment is usually moderate.

It is Galveston County Food Bank policy to employ and administer employees without regard to race, color, religion, gender, sexual orientation, age, national origin, disability, citizenship status or status as a disabled veteran or veteran of Vietnam Era and in accordance with federal and state civil rights laws.