

JOB DESCRIPTION

Job Title:	Truck Driver
Reports To:	Sr. Manager of Operations
Positions Supervised:	None
FLSA:	Non-exempt
Hours:	7:00 a.m. – 3:30 p.m. Mon –Fri Other hours as needed



Job Summary:

Safely operate Mid-South Food Bank vehicles. Safely load, transport, and unload or assist in unloading food and related product. Maintain working relationships with food donor representatives.

Responsibilities:

- Operate Mid-South Food Bank vehicles to pick up and deliver products. Ensure truck is properly loaded, secured and within weight limits.
- Inspect and verify the contents of inventory loads against shipping papers
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, and brakes in order to ensure that vehicles are in proper working order and report any mechanical problems encountered with vehicles
- Follow a schedule of pick-up and delivery; maintain record of pick-up and delivery activities, as well as other records such as mileage, logs, and equipment.
- Report delays, accidents or other traffic and transportation situations to supervisor using mobile telephones
- Maintain records such as vehicle logs, records of cargo, or billing statements in accordance with regulations
- Assist in receipting donated product
- Load and unload trucks by hand, pallet jack, or forklift; or assist in loading and unloading of special or large quantities of product.
- Accurately pull order for pickup and delivery
- Provide assistance as needed to maintain orderly and clean work area in compliance with Mid-South Food Bank's safety and sanitation policies; ensure that the warehouse facility meets the Feeding America and Memphis and Shelby County Health Department guidelines by assisting in daily cleaning as well as the maintenance of the outside perimeters
- Maintain working relationships that ensure the success of Mid-South Food Bank programs. This includes maintaining positive interpersonal relationships with donors, volunteers, agency representatives, Food Bank management and staff
- Comply with specialized regulations, such as US Department of Transportation regulations.
- Other duties as assigned

Qualifications:

- High school diploma or equivalent; commercial drivers license (CDL) required
- Two years experience driving a truck in all weather conditions.
- Good verbal and written communication skills
- Demonstrated attention to detail, knowledge of good record keeping procedures and the ability to maintain accurate and legible records and current files
- Ability to work independently and as part of a team.
- Ability to read maps, speak clearly over phones and radios and follow written and verbal geographic directions
- Ability to operate a forklift and a manual or powered pallet jack, forklift certification a plus
- Ability to lift a minimum of 75 pounds
- Ability to successfully complete a Safe Food Handling Course
- Ability to establish and maintain effective working relationships with donors, volunteers, agencies and other

- Food Bank staff
- Acceptance of philosophy of food banking

Working Conditions:

Depending on the route the driver may operate the vehicle in moving freeway traffic or through congested surface streets. Work is performed in weather that may make driving hazardous.

The driver may be exposed to other hazardous conditions, such as doing field repairs, climbing and descending from a high truck, etc.

The driver’s back, legs, arms and hands have increased exposure to stress due to extended sitting for long times and vehicle vibrations. The driver’s eyes have increased exposure to stress due to driving when there is inadequate illumination or in direct sunlight. The driver is exposed to exhaust fumes when standing near a running vehicle.

May push and pull pallets up to 2,000 pounds while operating pallet jack. May lift, move and carry objects up to 75 pounds.

MSFB Mission

Bringing the food-insecure population from hunger to health through collaborative partnerships and the effective distribution of nutritious food in our Mid-South communities.

MSFB Vision

Changing lives by eliminating food insecurity throughout our Mid-South Communities.

MSFB Values

Accountability	Collaboration	Dignity & Respect	Diversity	Innovation
Integrity	Passion	Service	Stewardship	Urgency

Revision Date: January 7, 2015