

Position Type: Hourly, Full Time

Immediate Supervisor: Director of Distribution Services

Position Summary:

The Driver will be responsible for performing a variety of manual tasks associated with loading, unloading, and moving product within the Fredericksburg Regional Food Bank's (FRFB) warehouse and throughout the community, including retail stores and partner food distribution sites. The Driver will also be responsible for operating warehouse equipment and for general maintenance and cleanup of the FRFB warehouse.

Principal Duties and Responsibilities:

- Must hold and maintain a valid VA Class B driver's license.
- Route drive for timely execution of product pick-up and delivery from donors and community partners.
- Timely entry of retail donation receipts into the WMS (P2).
- Utilize the provided tablets for data entry as needed
- Support warehouse operations upon return from route as assigned
- Complete and perform accurate follow-through on documentation for shipping, receiving, unloading, and warehousing of product, as defined by FRFB policies and procedures.
- Perform cleaning & light maintenance on all vehicles and equipment, and report problems to the Director of Distribution Services. Maintain accurate records of vehicle operations and maintenance daily.
- Prepare a truck/route for the next day's business. This includes refueling, maintenance checks and cleaning box trucks inside and out. Inside, the cab must be clean, free of trash, and equipped with all required safety equipment and insurance paperwork.
- Load and offload FRFB vehicles using a lift gate. Exercise safe lifting practices.
- Ensure warehouse areas are clean and sanitary; conduct cleaning activities according to schedule; and ensure cleaning records are accurate, complete, and current, as required by state and local legislation.
- Maintain a good working knowledge of warehouse inventory.
- Maintain rapport with community partners, donors, and their employees to foster continued support and a professional working relationship.
- Have the ability to perform a variety of distribution models, including drive-thru, walk-up, door-to-door, and bulk deliveries
- Complete daily, weekly, monthly, and quarterly assigned tasks to maintain upkeep of building and grounds
- Complete assigned deliveries for other distribution services, including children, family, and senior programs
- Perform daily Order Ahead tasks when necessary, including printing, packing, or delivering orders in a variety of settings
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- • Learn and perfect new technology as it becomes available, such as Service Insights and Translate Live, to ensure the products are used correctly and efficiently. Always maintain the devices, keeping them charged and clean
- • Follow guidelines in the Mobile Pantry Standard Operating Procedures guide
- Duties and hours may change in times of community unrest or distress, local or state emergencies, and economic hardships of our service area at large.

Core Skills:

- Must have keen time management skills and the ability to multitask.
- Understand the personal responsibility to follow all safety policies, health rules, programs, and procedures.
- Understand the personal responsibility to immediately report all unsafe acts, environments, behaviors, accidents, and incidents.
- Ability to operate standard warehouse equipment, and demonstrated the ability to maintain standard warehouse equipment.
- Strong commitment to safe work practices
- Ability to safely lift items up to 50 pounds, frequently using safe lifting techniques
- Up to 2/3 of the time: walk, sit, squat, bend, twist, and reach various heights above and below shoulder level.
- Up to 1/3 of the time: push or pull; lift large, heavy, awkward objects while maneuvering in a confined space.
- Work inside freezers and coolers at temperatures ranging from -10 to 38°F. PPE provided.
- Strong commitment to quality record keeping, customer service, and operational efficiency without shortcutting processes
- Ability to manage multiple tasks with excellent organizational skills
- Ability to work well with other staff and to relate to donors and agency representatives.
- Ability to work steadily and independently with minimum supervision and to follow standardized procedures. Strong problem-solving capability and ability to follow detailed instructions

Working Conditions: This position requires occasional weekend work. The Driver / Warehouse Associate is often required to work in a warehouse affected by seasonal temperatures, hot & humid summers and cold & wet winters for several hours at a time.