



## 412 Food Rescue Job Description

**TITLE: Non-CDL Driver**

**FLSA: Non-Exempt**

**Hours: Part-time**

**Reports to: Deputy Director of Food Recovery**

The delivery driver will drive our refrigerated vehicles (no CDL required) and help us make daily pick-ups from our distributor / wholesale partners and deliver to our nonprofit partners.

We require applicants with a flexible work schedule, primarily weekdays with some weekend opportunities.

### **Essential Responsibilities:**

Collects perishable, prepared, and other foods from retail stores, farms, and wholesale partners; informs supervisor of any problems or issues in a timely manner.

Inspects the product to be donated following food safety guidelines and refuses donations if the product doesn't meet stated criteria.

Collects and delivers all products following all state and federal food safety handling guidelines.

Delivers food/donations to nonprofit beneficiaries; informs supervisor of any problems or issues in a timely manner.

Accurately records all collections and distributions in our inventory system. Also records any and all information pertinent to food rescue operations.

Develops and maintains positive relationships with vendors and beneficiaries; maintains positive relationships with all 412 Food Rescue staff.

Contacts key staff at vendor/beneficiary locations to ensure smooth pick-up and delivery of donations or to communicate any delays or issues that may arise.

Communicates weekly with the manager to provide updates and review any issues.

Responds to any/all outreach from management/office staff in a timely manner.

Maintains a clean and orderly vehicle cab and cargo area.

Demonstrates a working knowledge of customer service. Demonstrates a clear understanding of our vendors and beneficiaries by responding to their needs in a timely manner or informing the manager if they are unable to do so.

Follows all PennDOT and company regulations as they relate to company vehicles and general safety.

Practices safe and lawful driving at all times. Follows legal parking procedures as outlined by the organization.

All essential duties are to be accomplished based on ADA guidelines. ADA (Americans with Disabilities Act) states that the essential duties are to be successfully accomplished with or without reasonable accommodations.

**NON ESSENTIAL DUTIES:**

- Participates in staff meetings.

**QUALIFICATIONS:**

Food Handling experience preferred

Effective customer service skills

Communicate clearly and effectively in all oral and written communications

Ability to learn computerized data input technology

Ability and desire to relate to and work with various age, economic, racial and ethnic groups of individuals

Ability to adjust to the unconventional demands of a food rescue operation that has both scheduled pickups/deliveries as well as unexpected pickups and deliveries

Ability to drive a 16' box truck in urban streetscapes, prior experience preferred

High attention to detail, receiving instructions, and following through

Friendly and skilled communicator

Willingness to work non-traditional schedules—including early mornings and possibly late evenings

Interest & knowledge of the region's food industry

Access to reliable transportation (to get to the truck parking location) as well as a driver's license

Ability to adapt to varied work requirements

Ability to work cooperatively with other staff and volunteers

Tact and diplomacy in dealing with diversity

Ability to both speak and write English

**Formal education or special training required:**

High School graduate or GED equivalent

Valid Pennsylvania driver's license with at least 5 years experience driving

ServSafe certification preferred (employer will pay for training if hired)

Previous customer service and/or grocery retail experience preferred

State criminal background check and Act 33/34 clearances required (company will pay associated fees on behalf of employee, if required)

**Physical abilities required:**

Ability to stand, walk, sit, use hands, reach, climb stairs, stoop, kneel, climb in and out of a dock-high vehicle, talk and hear clearly.

Ability to perform moderate to heavy physical labor (lift or maneuver up to 75 lbs.)

Ability to work in refrigerated areas (cooler and freezer) for periods of time

Ability to navigate the Greater Pittsburgh area and use GPS

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation: This is a part-time position starting at \$15/hr working 20 to 25 hours per week.

To apply: E-mail cover letter, resume to [info@foodrescuehero.org](mailto:info@foodrescuehero.org). Thank you for your interest in the position. Due to applicant volume we may not be able to respond to all applications.