



**Title:** Fleet Operator  
**Department:** Operations  
**Hours:** Full-Time  
**Pay Rate:** \$20-22/Hour

## Position Summary

The **Fleet Operator** plays a vital role in the day-to-day execution of 412 Food Rescue's food recovery operations. As the frontline representative of the organization's distribution activities, the Fleet Operator ensures that food donations are safely collected and equitably distributed to nonprofit partners across the region. This role works closely with the Logistics Operations Manager and other program staff to achieve operational goals while upholding the mission of ending food waste and food insecurity.

In addition to coordinating food pickups and deliveries, the Fleet Operator builds and maintains positive relationships with food donors and nonprofit recipients. This position requires strong customer service skills, attention to detail, and the ability to work independently in a fast-paced, field-based environment.

All essential duties must be performed in accordance with the Americans with Disabilities Act, with or without reasonable accommodation.

## Objectives

- Execute timely and safe transportation of rescued food throughout the region, supporting the operational backbone of 412 Food Rescue's local food recovery efforts.
- Serve as a reliable, professional frontline representative of the organization, engaging respectfully with donors, nonprofit partners, and the broader community.
- Ensure food quality, safety, and equitable distribution through consistent adherence to handling protocols, documentation practices, and logistics coordination.
- Support operational excellence by maintaining vehicle readiness, monitoring real-time issues in the field, and communicating effectively with internal teams.

## Success Metrics

- Total volume of food recovered and distributed aligns with route expectations and organizational benchmarks.
- High completion rate of assigned food rescues with minimal delays, cancellations, or service disruptions.

- Consistently follows safe driving practices and maintains a clean driving record, with no preventable incidents.
- Food is handled and transported in compliance with ServSafe protocols and internal safety standards, with minimal rejected or damaged donations.
- Vehicle inspections are completed as required and reported issues are communicated promptly, minimizing downtime.
- Data on pickups and deliveries is entered accurately and on time, enabling reliable inventory tracking and reporting.
- Donors and nonprofit partners report positive experiences with Operator professionalism, timeliness, and communication.
- Internal teams (Dispatch, Logistics, and Distribution Relationships) confirm timely and effective communication from the field.

## **Key Responsibilities**

- Safely collect perishable, prepared, and surplus food from donor sites including retailers, wholesalers, and farms.
- Inspect food donations for quality and safety, following food handling guidelines and rejecting donations as necessary.
- Deliver food to nonprofit recipients and ensure proper handling of all donations during transport.
- Serve as the in-field coordinator for logistics, working closely with the dispatch and program teams.
- Communicate clearly with donors and partners to ensure smooth pickups, deliveries, and timely problem resolution.
- Accurately record all pickups and deliveries using internal inventory systems and log any relevant information.
- Maintain clean, safe, and operational fleet vehicles, including routine tasks such as fueling, fluid checks, and pre-trip inspections.
- Report maintenance or safety concerns to a supervisor immediately.
- Comply with all PennDOT and company regulations related to vehicle operation and safety.
- Monitor email and Slack channels regularly, and respond to communications from staff and supervisors in a timely manner.
- Attend regular departmental and organizational meetings and check-ins.
- Support a high level of service for donors and nonprofit partners by being responsive, courteous, and professional.
- Perform other duties as assigned to support team goals and organizational priorities.

## **Preferred Qualifications**

- Commitment to organizational mission and community-centered work.
- Ability to drive box trucks safely and consistently.

- Understanding of safety standards and transportation regulations.
- Must be at least 21 years of age (required).
- Valid Pennsylvania driver's license with an acceptable driving record (required).
- Ability to operate box trucks and adhere to company and PennDOT safety standards.
- Reliable transportation to and from dispatch locations.
- Strong customer service and relationship-building skills.
- Clear written and verbal communication skills.
- Effective time management and reliability.
- Sound independent decision-making in dynamic environments.

## **Working Conditions**

- Must be able to lift and carry up to 75 pounds.
- Ability to climb, balance, stoop, kneel, crouch, crawl, and walk.
- This is an on-site position with responsibilities primarily taking place in the field and community.
- Some in-office work is required.
- Minimal work-from-home responsibilities (less than 5 percent).

## **Equal Employment Opportunity**

412 Food Rescue is an equal opportunity employer. We welcome applicants from all backgrounds and make employment decisions based on merit. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, veteran status, or other protected characteristics.

## **To Apply**

Please send a cover letter and resume to [Kristie@412foodrescue.org](mailto:Kristie@412foodrescue.org).