



## Position Overview

Temporary Delivery Driver/Warehouse Assistant

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Marion-Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion-Polk Food Share is ***“Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry.”***

### **At the Food Share, our commitment is to:**

- *Treat all people as our neighbor*
  - *Value diversity and strive for inclusion*
  - *Listen first and seek to understand*
  - *Focus on shared goals*
  - *Encourage creativity and be willing to take risks*
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**Statement of Purpose:** The MPFS Driver/Warehouse Assistant plays an essential role in the safe and efficient product flow through the warehouse to the partner agencies and provides a positive experience for members of the public who are in the fight with us to end hunger.

**Summary of Role:** **This position is temporary for approximately one year.** Safely loads and unloads trucks at warehouse sites, picks up and delivers food and goods on time, ensuring delivery accuracy, while providing excellent customer service. Responsible for efficient inventory movement while keeping the warehouse safe and organized. Also accurately stages orders on time for Marion-Polk Food Share’s network of over 100 partner agencies.

### **Core Areas of Responsibility**

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- *Food Pickups and deliveries.*
- *Inventory and Order Fulfillment.*
- *Community Relations.*
- *Promotes safe product flow and warehouse environment*

*This position has no supervisory responsibilities but may provide guidance and training to retail establishments and/or volunteers.*

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## **Position Description**

Temporary Delivery Driver/Warehouse Assistant

### **Areas of Responsibility, Evaluation and Essential Functions:**

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- **Food Pickups and deliveries.**
  - Performs preventative and routine maintenance on assigned truck. Performs pre-operational checks daily to ensure belts, tires, batteries and wipers are serviceable and all required safety equipment is present and operates properly. Checks lights, fluids and maintains records. Keeps vehicle clean inside and out, presenting a good view to the public.
  - Drives truck to pick up and deliver food and other products as assigned.
  - Loads and unloads truck using pallet jacks and forklifts. Counts or weighs product as loaded and unloaded from truck. Ensures truck is immediately unloaded upon delivery to MPFS, with product in appropriate places (cooler, frozen, etc).
  - Maintains a current food handler's card and follows the proper food handling requirements.
  - Maintains a tobacco free environment in the truck at all times.
  - Immediately informs supervisor of any accidents or incidents occurring while on the job.
  - Performs weekly pallet jack inspections.
- **Inventory and order fulfillment.**
  - Verifies receipt of inventory loaded on trucks; safeguards inventory while in transit and at point of delivery or pick up, provides receipt upon delivery and returns copy to Receiving Coordinator and informs Coordinator of any discrepancies.
  - Weighs product and accurately records weights into Inventory software.
  - Oversees and assists with filling, staging and loading outgoing orders and other various warehouse and maintenance tasks as assigned.
  - Assists in managing product flow between multiple warehouses and according to first in, first out (FIFO) standards
  - Assists with other general warehouse duties as needed, such as order pulling and restocking picking aisle.
- **Promotes safe product flow and warehouse environment.**
  - Safely operates a forklift, electric pallet jack, delivery truck and other mechanized equipment. Work may be performed using this equipment 80% of the time.
  - Receives, sorts and places food products in warehouse while keeping goods free from damage and consistent with food safety best practices.
  - Maintains a courteous and professional work environment for volunteers, staff, partner agencies and community members.
  - Assists in maintaining cleanliness of warehouse, freezers, coolers and any Marion-Polk Food Share property.



- **Community Relations.**
  - Checks delivery schedule daily to ensure agency delivery is accurate and on time. Looks for delivery efficiency opportunities in schedules.
  - Ensures member agencies are contacted when a delivery is going to be 15 minutes, or more, outside of predetermined schedule.
  - Treats all agencies, donors, and people from the community with courtesy and warms them with a smile.
  - Treats all pick-ups and deliveries with the same level of importance.
- Other duties as assigned<sup>i</sup>

#### **Education and/or Experience; Certificates,/Licenses/Registrations:**

- Prior delivery and pick up experience preferred.
- Experience in safely shipping and receiving goods with ability to accurately count and receipt food.
- Experience in making minor vehicle repairs and performing routine maintenance.
- Experience in Microsoft Office Suite.
- Must obtain forklift and pallet jack certification within 30 days of hire and possess and maintain current Oregon Food Handler's Card.
- Must possess Oregon driver's license and auto insurance and acceptable driving history for the last three years.
- Must pass pre-employment drug screen and full background check, including driving record check.
- Current Class B certification or willingness to train and acquire CDL Class B certification.

#### **Necessary Knowledge, Skills and Abilities:**

- The ability to do multiple calculations and add them together in your head.
- Reading skills required.
- Ability to make deliveries and pickups on time with proper documentation while building good relationships with others. Must maintain positive customer service attitude and courteous working relationships with staff, board, volunteers, donors and members of the public.
- Capable of performing repetitive, sustained heavy lifting sometimes in excess of 70 pounds with strenuous activity not limited to heavy lifting.
- Ability to push/pull loads up to 1,500 pounds on carts and pallet jacks.
- Ability to work well under pressure with frequent interruptions and shifting priorities. Ability to exercise sound judgement daily.
- Proven ability to work in a safe, accurate, timely and efficient manner.
- Demonstrated ability to submit timely, accurate inventory reports.
- Punctual and reliable.
- The ability to multitask.



**Job Conditions:**

Work may be performed seated for prolonged periods of time, in addition to heavy, vigorous physical activities. Computer and keyboard work may also be required. Work in excess of 40 hours per week during peak business periods may be required. Will regularly lift, move and carry objects in excess of 70 pounds. During regular retail store visits, work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends, on occasion.

<b>Title</b>	Temporary Delivery Driver/Warehouse Assistant	<b>Department</b>	Operations
<b>FLSA</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	<b>Starting Salary Range</b>	\$13.09 - \$15.38
<b>Status</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<b>Hours Per Week</b>	40
<b>Reports to</b>	Logistics Supervisor	<b>Date of Last Revision</b>	11/14/2018
<b>Alternate Title(s)</b>		<b>Grade</b>	E
<b>Employee Signature</b>			
<b>Supervisor Signature</b>			
<b>HR Signature</b>			

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<sup>i</sup> This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. MPFS has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.