



JOB DESCRIPTION

Job Title:	Grocery Alliance Route Driver
Classification:	Permanent, Full-Time, Non-Exempt
Pay Range:	\$19,000 - \$25,000 annually
Supervisor:	Warehouse and Distribution Services Manager
Position Closes:	November 28, 2008 at 5:00PM

Job Summary: Responsible to develop and maintain relationships with food donors while maintaining highest standards of (donor) customer service and satisfaction. Will safely and efficiently transport food supplies. Work with volunteers and staff to accomplish the mission of The Idaho Foodbank. Must have at least two years of related experience. Must be available for any shift, Monday – Saturday. Must be able to start work by 6:00am. Must call supervisor by 6am if unable to be at work as scheduled.

Basic Qualifications:

- Be a defensive driver, with Idaho class B license, and have access to an insured automobile
- Become Serv-Safe Certified; commit to adhering to principles and practices of food safety
- A careful record keeper, methodical and punctual in reporting
- Of sound health and able to work with 50 pound cases or bags safely and repetitively; must demonstrate safe lifting techniques.
- Clean and neat appearance

Required Knowledge, Skills & Abilities

- A strong commitment to safety, particularly road safety
- Clearly cooperative and friendly with donor representatives. Maintain good communication with donors
- Good math and legible writing skills
- Able to safely operate warehouse equipment
- Displays awareness and sensitivity to the needs of low-income people and agency staff
- A strong commitment to safety, quality record keeping, and operational efficiency without shortcutting processes

Primary Responsibilities

- Is the primary driver for the Grocery Alliance pickup route and small donation pickups
- Responsive to the timing needs and performance expectations of donors
- Assures that all donation receipts are correctly done and turned in on time
- Prepare truck and equipment for next day service by cleaning and disinfecting

Support Responsibilities

- Works with other team members in a cooperative and supportive way, providing assistance to them as workload and related duties allow
- Fill in for other positions as requested by supervisor
- Other duties as assigned

I acknowledge receipt of a copy of this job description and understand its contents.

Employee Signature

Date

11.08 pw