



Founded in 1981, the **Greater Lansing Food Bank (GLFB)** is a highly visible non-profit organization that provides emergency food to individuals and families in need in Ingham, Eaton, Clinton, Shiawassee, Clare, Isabella and Gratiot counties. Food is distributed through an extensive network of food pantries, shelters and community kitchens located throughout the region. GLFB annually serves tens of thousands of people, many of them seniors and children. Our recipients also include the “working poor,” those individuals who are employed but don’t earn enough to meet housing, health, transportation and food needs.

The GLFB is seeking a Route Driver/Warehouse Associate to join our team. This is a full-time hourly position and will require weekend or afterhours shifts as needed. Benefits including paid vacation and sick days, holiday pay and insurance (health, dental and vision) and a retirement package are available to a qualified candidate. The driver will be required to do donation picks ups along with food distributions to our communities. When not driving a vehicle, the applicant will be assigned to work in the warehouse and provide support to other associates. The ideal candidate must be trustworthy and a person of integrity and possess high ethical standards. While representing GLFB in the community this person will have to display tact and diplomacy to our donors, agencies and volunteers. This driver will also possess good judgment and problem-solving skills, with the ability to identify, analyze, and resolve problems in a timely manner as well as an aptitude to learn new duties; adjusts to new situations within a reasonable amount of time.

To apply: Please send cover letter, resume and salary requirements to Rebecca Kline- rebecca@glfoodbank.org , HR Administrator and Office Manager. For additional information, please visit www.glfoodbank.org. Applications will be accepted until the position is filled.

Position Description

Title: Route Driver/Warehouse Associate

Date: June 2020

Exempt Status: Non-Exempt

Reports to: Warehouse Supervisor

ESSENTIAL FUNCTIONS

- Comply with all DOT regulations in relationship to current licensing.
- Drive vehicles as required and as assigned for pickups and deliveries of food and other items as required.
- Complete all documentation for all pick-ups and deliveries of food or other items daily. Documentation could include donor information, agency information, and temperature logs of product, donation slips, receiving documentation, tagging of product or other documents as needed.
- Keep driving records and vehicles logs per DOT requirements.
- Operate vehicles according to state laws. Transports load over required route to destination, observing all traffic laws and safety regulations.
- Responsible for pre-trip inspection, fuel logs, mileage, and any record keeping for vehicles. Performs miscellaneous service duties such as checking oil, water, gasoline, and air in tires daily. Reports any maintenance malfunctions and schedule appropriate vehicle maintenance in coordination with Warehouse Supervisor.
- Keep vehicles clean. Required to sweep out truck(s), remove debris, and wash vehicles.
- Sort products; loads and unloads vehicles, pull orders.
- Drive fork lift trucks; operate pallet jacks or other equipment that supports the acceptance and shipments of food orders.
- Maintain familiarity with all processes and procedures for all areas of the warehouse including freezer, cooler and racking areas
- When not on a driving route will be in the warehouse assisting with loading/unloading trucks, pulling orders, processing incoming donations and assisting with other duties as assigned.

QUALIFICATIONS

Required

- High school diploma or GED with two years of food warehouse experience
- Has current DOT required licensing for driving vehicles – CDL-B License with medical card
- Must have a valid driver’s license and maintain a clean driving record
- Possesses current licensing for driving/operating warehouse equipment (fork trucks)
- Must be able to pass criminal background check and drug and alcohol screening.
- Subject to random drug screening