



Greater Lansing Food Bank (GLFB) is seeking an individual to join our operations team as **CDL-A route driver/warehouse associate**. The driver will be required to pick up food donations as well as make deliveries within our seven-county service area. When not driving, they will provide warehouse 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 person 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 and adjust to new situations within a reasonable amount of time. A passion for our mission of feeding people who are in need is important for a fulfilling work life. All responsibilities shall be consistent with GLFB's vision and mission.

Located in Bath, MI, this is a full time (40 hours weekly), hourly, non-exempt position located in Bath, MI. Typical schedule is Monday – Friday, 7:30 a.m. – 3:30 p.m. and will require occasional weeknight or weekend shifts to assist with mobile distributions.

Position Details

Date: January 2023

Title: CDL-A route driver/warehouse associate

Classification: Non-Exempt

Reports to: Warehouse Supervisor

Location: Bath, MI

ESSENTIAL FUNCTIONS

- Comply with all DOT regulations pertaining 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 vehicle logs per DOT requirements.
- Operate vehicles according to state laws.
- Transport 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 Shipping & Receiving Manager
- Keep vehicles clean. Required to sweep out truck(s), remove debris, and wash vehicles.
- Sort product; load and unload 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

- High school diploma or GED with two years of food warehouse experience.
- Current DOT required licensing for driving vehicles – CDL-A 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.

Compensation and Benefits:

GLFB offers a competitive compensation package, including paid medical/dental/vision insurance, 401k, vacation leave, sick leave, and paid holidays.

To Apply:

Please send cover letter, resume and salary requirements to Rebecca Kline, human resources manager, at rebecca@glfoodbank.org. For additional information, please visit www.glfoodbank.org. Position remains open until filled. EOE. No phone calls please.

About Greater Lansing Food Bank

Founded in 1981, Greater Lansing Food Bank is a highly visible non-profit organization that provides food assistance 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, community kitchens and mobile distributions throughout the seven-county service area. GLFB annually serves hundreds of thousands of people.

GLFB is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and other characteristics that make our employees unique.