



Greater Lansing Food Bank (GLFB) is seeking an individual to fill the role of **Part Time\*** (~20 hours weekly) **CDL A Route Driver** as a member of our operations team. This position is a hands-on role that requires regular route driving (daily routes, no overnights) and warehouse work for loading/unloading trucks, as well as light warehouse duties in a team driven environment.

*\*This position is scheduled weekly Monday and Tuesday, and, at minimum, 2 Saturdays per month. No overnights or holidays. Hours are typically 7:00am-3:30pm on scheduled days. Additional days of work will be requested for staff coverage on occasion.*

### Position Details

**Date:** August 2024

**Title:** CDL A Route Driver (part time)

**Classification:** Nonexempt

**Reports to:** Warehouse Manager

**Location:** Bath, MI

### **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 forklift 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 and at least 1 year of professional driving with licensing requirement consistent with job posting
- Has current DOT required licensing for driving vehicles with medical card to drive vehicles with clean driving record
- 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](mailto:rebecca@glfoodbank.org). For additional information, please visit [www.glfoodbank.org](http://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 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.