

## CDL B Driver/Warehouse Team Associate

Classification: Full-time, Non-exempt  
Department: Warehouse  
Reports to: Warehouse Supervisor  
Compensation: Starting pay is \$14.00/hour. Benefits include health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, and PTO.

### SUMMARY

The primary focus of this job is to ensure proper pick up and distribution of food bank products and USDA commodities on daily runs to counties served by Tri-State Food Bank (TSFB) in a 3-state area. This job also includes a variety of warehouse assignments and local deliveries/pickups.

### DUTIES AND RESPONSIBILITIES

- Pick-up and deliver product as needed.
- Assist with truck inspections and ensuring DOT requirements are fulfilled.
- Assist Warehouse Supervisor in organization of warehouses.
- Assist in opening and closing warehouses.
- Assist in unloading trucks, utilizing proper receiving procedures.
- Sort food and become proficient in quality assurance salvage guidelines.
- Practice good warehousing as outlined in the Feeding America Manual.
- Fill member agency orders correctly, promptly, and in good condition.
- Act as a member of the warehouse team, assisting other employees as needed.
- Keep warehouses, grounds and vehicles clean and neat in accordance with the Master Cleaning Schedule (MCS) and good warehousing practices.
- Check delivery vehicle for services or damage and report the same.
- Operate forklifts, electric pallet jacks, and other warehouse equipment.
- Assist in supervision of volunteers.
- Commit to the mission goals of the Tri-State Food Bank.
- Other duties as assigned.

### SKILLS AND EDUCATIONAL REQUIREMENTS

- High school diploma or GED.
- Must have a valid driver's license.
- Must have valid Class B CDL license.
- Be able to lift 40 to 50 pounds.
- Be of good character, good work ethic, and a self-starter.
- Ability to receive directions from the management staff.
- Ability to work with staff and a variety of volunteers.
- Must be bondable as well as insurable by Tri-State Food Bank's insurance company.
- Must receive forklift certification within 3 months from date of employment.
- Must be willing to undergo drug screening.

To apply: Complete TSFB employment application (available for download at [www.tristatefoodbank.org](http://www.tristatefoodbank.org)) and submit to Keith Lehman, Operations Director, 2504 Lynch Rd., Evansville, IN 47711.