

CDL B Driver/Warehouse Team Member

Classification: Full-time, Non-exempt
Department: Operations
Reports to: Warehouse Supervisor
Compensation: Starting pay is \$17.00/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) and submit to Donald Suggs, Warehouse Supervisor, 2504 Lynch Rd., Evansville, IN 47711.