

## Local Pickup Driver / Warehouse Team

Classification: Full-time, Non-exempt  
Department: Warehouse  
Reports to: Warehouse Supervisor  
Compensation: \$13.50/hr. Benefits include health/dental/vision insurance, life insurance, IRA contribution, and PTO.

### SUMMARY

The primary focus of this job is to ensure proper local pick up of donated food from local grocers and retailers, and the proper sorting and weighing of the product before adding it to the daily inventory. This job also includes a variety of warehouse assignments.

### DUTIES AND RESPONSIBILITIES

- Pick-up and deliver product as needed locally.
- Assist with truck inspections and ensuring DOT requirements are fulfilled.
- Assist Warehouse Supervisor in organization of warehouses.
- Assist in opening and closing warehouses each day.
- Assist in unloading trucks, utilizing proper receiving procedures.
- Sort food and become proficient in quality assurance salvage guidelines.
- 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.
- Commit to the mission goals of the Tri-State Food Bank.
- Perform other duties as assigned.
- Practice good warehousing and food safety as outlined in the Tri-State Food Bank's Quality Assurance Manual.

### SKILLS AND EDUCATIONAL REQUIREMENTS

- A high school diploma or GED.
- Must have a valid For-Hire endorsement driver's license or a Class B CDL.
- Must be willing to work weekends.
- Be able to lift 40 to 50 pounds.
- Be of good character, good work ethics, and a self-starter.
- Ability to follow directions from the management staff.
- Must have good communication skills and provide exceptional customer service.
- 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 random 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.