



Chesterfield Food Bank Outreach Center Employee Work Profile (EWP): Driver

Overview

The Driver at the Chesterfield Food Bank Outreach Center is responsible for operating a 26-foot & 16-foot refrigerated truck to pick up donations from assigned stores, handling deliveries during regular distributions, and being on call for unplanned pick-ups and callouts. The ideal candidate should have experience driving large vehicles and proficiently operating a forklift.

Schedule

- Monday – Friday 7:30 AM – 12:30 PM
- Potential weekends and evenings

Key Responsibilities

1. **Donation Pick-ups:** Drive the 26-foot refrigerated truck to assigned stores on a scheduled basis, safely load and unload donations, and deliver them to the Chesterfield Food Bank Outreach Center.
2. **Distribution Support:** Operate the truck and forklift during 2nd & 4th Monday distributions to ensure timely and efficient delivery of food items to clients.
3. **On-call Availability:** Be available for unplanned pick-ups and callouts as needed. This may include responding to urgent requests for food donations or additional support during special events.
4. **Vehicle Maintenance:** Perform routine checks and basic maintenance on the truck to ensure it remains in good working condition. Report any issues or concerns to the appropriate personnel.
5. **Safety Compliance:** Adhere to all safety regulations and procedures while operating the truck and forklift, ensuring the safety of self, team members, and the public.
6. **Record Keeping:** Accurately maintain logs and records related to donation pick-ups, deliveries, and vehicle maintenance to ensure proper documentation and reporting.
7. **Team Collaboration:** Work closely with other team members at the Chesterfield Food Bank Outreach Center, supporting their efforts and contributing to a positive working environment.

Qualifications

- Valid driver's license with a clean driving record
- Experience driving a 26-foot refrigerated truck or similar sized vehicle preferred.
- Forklift operation experience preferred.
- Strong time management and organizational skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team.
- Commitment to the mission and values of the Chesterfield Food Bank Outreach Center