



Fleet Driver and Warehouse Associate

Summary Job Description

Responsible for transporting from community partners or distribution centers to the Market or Market Warehouse, receiving items, offloading, and assisting in scanning and storage of items.

Responsibilities

Transportation

- Transporting food from various food partner locations to Market or Market Warehouse
- Assist with receiving of products from community food partners
- Assist with warehouse duties for inventory and storage of food items
- Work directly with the Inventory and Logistics Manager to plan weekly / daily routes for delivery and pickup schedules. Includes planning each route based on road and traffic conditions, and managing payments
- Inspecting vehicles for mechanical items and safety issues and performing preventative maintenance
- Maintain the cleanliness and fuel levels of all fleet vehicles
- Provide operational support at the Warehouse and Market back of house operations
- Document and log work/rest periods and miles spent driving and retaining fuel/toll receipts
- Arranging regular cleaning and maintenance services for the vehicle

Safety and Security

- Comply with all Department of Transportation regulations and rules
- Ensure safety of surroundings for receiving and deliveries
- Bring any safety or security concerns to Inventory and Logistics Director
- Comply with organization's policies and safety guidelines
- Help to maintain the cleanliness and safety of all fleet vehicles
- Follow guidelines from Washington Food Coalition, Emergency Food Network, Food Lifeline, and Northwest Harvest as the governing guides to food safety and process
- Ensure pickup of all incoming food from partnering stores that complies with health and safety codes

Brand Ambassador

- Represent the organization in a positive light both on and off site
- Maintain an upbeat and positive attitude, and always a team player
- Spread awareness of our mission both on and off site
- Build relationships with stakeholders (customers, staff, donors, community partners and volunteers)
- Follow the organization's operational policies and procedures to ensure the safety of all customers, volunteers, donors, and staff.



Qualifications and Skills

Education

- High school diploma/GED required

Requirements

- Valid driver's license for 5 years or more
- Clean driving record within last 3 years
- Pass a drug and criminal background test
- Lift at least 50 pounds safely with reasonable accommodation
- Have a Washington State Food Handlers Permit (once hired)
- Forklift certification (will train)

Interpersonal

- Excellent communication and interpersonal skills. Must have strong interpersonal skills, the ability to relate to other staff, volunteers, agency representatives and the public
- Excellent problem-solving skills, and organization and team-building skills
- Must be a self-motivated team player, with a commitment to workplace participation, community service, and diversity

Compensation and Benefits

Status: Full-Time, Hourly

Salary Range: Non-Exempt. \$41,760 - \$48,024

- 401k
- Unlimited PTO
- Holiday Pay