Job Description

Job Title: Delivery Driver

Report: Jacquelyn D. Linder

Date: 5/31/22

Type of position: 
- ☑ Part-time
- ☐ Full-time
- ☐ Contractor
- ☐ Intern

Hours: 15 / week
- ☑ Exempt
- ☐ Nonexempt

Salary:

Job Summary

Virginia Peninsula Foodbank delivery driver is a part-time position designed to support the goals and objectives of the Childhood Hunger Program Initiatives. This position directly impacts the day-to-day operation of the Kids Cafe Program and the Foodbank’s participation in the Federally-funded CACFP and SFSP programs.

Primary Duties and Responsibilities

- Responsible for loading all prepared food stored in Cambros/Coolers insulated food storage units on Foodbank vehicle for safe time/temperature control as food travels from foodbank to Kids Cafe sites and Summer Food Service Program sites
- Unloading of Cambros units at designated Kids Cafe sites and ensure site coordinator or designated staff provide signature on delivery ticket
- Return daily paperwork to Child Nutrition Program Manager
- Return to the Foodbank with the Cambros units, check each unit for spillage and notify chefs
- Ensure the Child Nutrition vehicle is cleaned daily to ensure food remains safe
- Clean and mop out floor bed of delivery vehicle of any spillage from the delivery
- Reporting damaged insulated units to the Director of Nutrition Programs immediately upon returning to the Foodbank
Essential Abilities and Competencies

- Ability to read, write and comprehend basis instructions
- Alert driver
- Acts in an ethical and professional demeanor at all times
- Represents the Foodbank’s best interest

Minimum Qualifications (Education/Training/Certifications)

- Ability to read, write and comprehend basic instructions
- Valid VA Driver’s License and excellent driving record
- Work well as a team player and works conscientiously when in the community
- Ability to lift up to 50 pounds including the weight of the Cambros insulated units
- Food Safety knowledge (training certification provided)

Supervisory Responsibilities

NONE

Physical Demands

While performing duties of this job, the employee is regularly required to when working in office or warehouse environment. Must be able to work in all weather and warehouse conditions; including refrigerated and freezer spaces.

This job requires that weight be lifted or force be exerted up to 50 pounds when handling inventory, donations, equipment, document and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Regularly required to talk or hear when communicating with employees and clients.
- Perform duties and work in all types of weather conditions in and out outdoors.
Job Description

☐ Use hands and fingers to handle, or feel

☐ Reach with hands and arms

☐ The employee frequently is required to stand and or walk for extended periods of time.

☐ The employee must be able to climb or balance.

☐ The employee is occasionally required to stoop, kneel, crouch, or crawl.

General Sign-off: Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Position: Nutrition Delivery Driver

Employee Print Name: ______________________________________

Employee Signature: ______________________________________ Date: ____________

Supervisor Print Name: ______________________________________

Supervisor Signature: ______________________________________ Date: ____________

Virginia Peninsula Foodbank is an Equal Opportunity Employer.
The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.