Location: Chester County Food Bank - 650 Pennsylvania Drive Exton, Pa 19341
Job Title: Driver – Full Time (40 Hours)
Hourly: $15.00/Hour
Contact: Submit resume and cover letter to jobs@chestercountyfoodbank.org or mail to 650 Pennsylvania Drive, Exton PA 19341. ATTN: Nick Popov

Our Mission: We mobilize our community to ensure access to real, healthy food.

The Chester County Food Bank (CCFB) was formed in 2009 to address the escalating hunger problem in the county. Today, we are the central hunger relief organization serving more than 120 partner agencies in Chester County, PA. Through our network of food cupboards, hot meal sites, shelters and other social service organizations, we distribute over 3 million pounds to our neighbors with limited or uncertain access to food.

Drive / Warehouse Associate

Under the supervision of the Director of Warehouse and Logistics this full-time position is primarily responsible for providing general warehouse and distribution support.

Role Specific Duties and Responsibilities

- Assist with loading and unloading of vehicles
- Deliver orders of food and supplies to our Agency Partners
- Pick-up food donations and/or purchased products
- Be timely and accurate with deliveries and pick-ups
- Keep accurate records and receipts
- Keep vehicles clean and in proper order
- Assist with all food programs to maintain back of warehouse including dry, refrigerated, and frozen.
- Pack orders for agencies and programs based on daily packing lists and as directed by supervisor
- Perform cycle counts and inventory as scheduled
- Assist with inventory control and movement within the warehouse (dry, refrigerated, frozen)
- Adhere to an established cleaning schedule to maintain compliance including cleaning logs
- Assist other CCFB operations in the movement of product and cover for other team members in their absence
- Operate all vehicles and equipment in a safe manor
Attend warehouse and all-staff meetings as required
Ensure compliance with warehouse standards according to local health department codes, Feeding America and the CCFB
Provide guidance and direct warehouse volunteers
Perform other duties as assigned, dependent on organizational needs and employee skills

Skills and Education

• High school education or equivalent
• Able to comfortably lift and move up to 75 pounds repeatedly
• Experience in general warehouse duties including operation of warehouse equipment, forklift and electric pallet jack (will provide training and certification)
• Must be able to work in a subzero freezer
• Experience with packing orders and conducting inventory
• Self-starter and team player with the ability to work efficiently and effectively
• Ability to represent the Food Bank and its Mission in a courteous and professional manner
• Ability to work with people of widely varied ethnic and cultural backgrounds
• Must possess a current and valid PA Driver License and a safe driving record.

Physical Requirements

• Reaching, standing (for sustained periods of time), walking, pushing, pulling, and lifting (raising objects from a lower to a higher position or moving objects from position-to-position.
• Hazards – Including a variety of physical conditions such as proximity to moving mechanical parts, moving vehicles, electrical current, high heat/cold or exposure to chemicals

These statements are intended to describe the general nature and levels of work to be performed and are not intended to be an all-inclusive list of duties and responsibilities.

TO APPLY
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