



Driver/Warehouse Associate

Status: Non-Exempt \$18.00-\$20.00 / hour

Reports to: Warehouse Logistics and Inventory Manager

OUR MISSION:

The Chester County Food Bank seeks to create a food secure Chester County. We mobilize our community to ensure access to real, healthy food. Chester County Food Bank (CCFB) is a county wide, non-profit organization located in Exton, PA and has been in existence since 2009. CCFB works with over 160 agency partners to distribute over 3 million pounds of food annually to 10% of Chester County residents. Along with the help of dedicated volunteers, we provide healthy food access and educational opportunities through programs like Eat Fresh Cooking Classes, Fresh2You Mobile Market, Fruit and Veggie Prescriptions, FreshStart Culinary Arts Training and Seed to Supper with produce grown by our Agriculture Team.

POSITION SUMMARY:

Under the supervision of the Warehouse Logistics and Inventory Manager, the Driver/Warehouse Associate position is primarily responsible for procuring and distributing product to the community. When in the community conducting themselves as a CCFB professional and following state and local guidelines for safe vehicle and equipment operation. Perform other warehouse duties as needed to support the CCFB.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to the following:

- Safely load, transport, deliver and pick up product utilizing CCFB vehicles.
- Deliver and pick-up agency orders of food and supplies, food donations and/or purchased products on time with accuracy.
- Keep vehicles in clean and good condition, perform pre and post trip inspections and fill out vehicle log.
- Pack orders for agencies and programs based on daily packing lists and as directed by supervisor.
- 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 manner.
- Ensure compliance with warehouse standards according to local health department codes, Feeding America, CCFB, etc.
- Follow all DOT rules when operating vehicles, maintain safe speed and distance and report all accidents and incidents immediately.
- Be punctual, accurate and ensure safety standards overall.
- Must work well with others, have a "can do" attitude and be part of the CCFB team.
- Develop professional, dependable, and respectful working relationships with internal and external stakeholders, including management, carriers, supply chain, vendors, staff, volunteers, and donors.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS (Knowledge, Skills, and Abilities):

- Must be 25 years of age or older with a High School Diploma or equivalent.
- Valid Pennsylvania Driver's license and clear driving record.
- CDL preferred
- Experience in general warehouse duties including operation of warehouse equipment, forklift, and electric pallet jack. (Training and certification provided)
- Pass Department of Transportation (DOT) Physical, with ability to lift and move a minimum of 50 pounds daily and manual dexterity required for operating machinery.



- Profession, dependable and respectful of all internal and external individuals.
- Ability to work independently with minimal supervision.
- Strong interpersonal, customer service, problem solving, verbal and written communication skills.
- Positive work ethic, energy, and drive.
- Ability to be a team player and meet deadlines.

WORK SCHEDULE: This is a Part Time (non-exempt), hourly position that is primarily Monday-Friday from 8 a.m. – 12 p.m. It may occasionally require flexibility to include evening and weekend hours. Due to the nature of the CCFB programs and services, it is essential that staff be able to perform their essential job functions and consistently meet the qualifications and physical requirements.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. The worker is involved in strenuous outdoor and indoor activities and subject to temperatures below 35 degrees F and above 90 degrees F. Must be able to work in a subzero freezer. The environment is typically noisy and distracting.

While performing the duties of this position, the employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; push; pull; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted. The noise level in the work environment is usually moderate. Hazards including a variety of physical conditions such as proximity to moving mechanical parts, moving vehicles, electrical current, high heat/cold, and exposure to chemicals.

EQUAL OPPORTUNITY: The Chester County Food Bank considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, genetic information, age, physical or mental disability, sexual orientation, marital status, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable federal, state, and local laws.

Chester County Food Bank reserves the right to change this job description as conditions change.

See the full job description on our website:

<https://chestercountyfoodbank.org/get-to-know-us/join-our-team/>

TO APPLY: Please email your resume to jobs@chestercountyfoodbank.org. No phone calls please

