



**Driver / Warehouse Associate**

**Status: Non-Exempt**

**Reports to: Manager of Warehouse Operations and Logistics**

**Hourly Wage: \$18-\$20 per hour**

**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 Vegetable Prescription, FRESHstart Culinary Arts Training, and Seed to Supper with produce grown by our Agriculture Team.

**POSITION SUMMARY:**

Under the supervision of the Manager of Warehouse Operations and Logistics, the Driver/Warehouse Associate is primarily responsible for packing, loading, driving, and distributing healthy food to agency partners across the County. This position will work cooperatively with other team members to maintain inventory, sort donated food, interact with neighbors, and provide the support needed to ensure access to food. This position is required to drive a box truck and become forklift certified.

**ESSENTIAL FUNCTIONS:**

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

- Drive a box truck and operate a forklift safely.
- Utilize a computer to fill orders and pick and pack the order for distribution.
- Safely load, transport, deliver and pick up product utilizing CCFB vehicles.
- Follow an established route for distribution and complete tasks in a timely manner.
- Keep accurate records and receipts.
- Keep vehicles in good condition, perform pre and post trip inspections and fill out vehicle log. Maintain vehicles in clean and proper condition.
- Assist with inventory control and perform cycle counts for all warehouse product (dry, refrigerated, frozen).
- Adhere to an established cleaning schedule to maintain compliance including cleaning logs.
- 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.
- 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.
- Provide guidance and oversee volunteers as needed.
- Perform all other duties as assigned.



**MINIMUM QUALIFICATIONS** (Knowledge, Skills, and Abilities):

- Must be 22 years of age or older with a High School Diploma or equivalent.
- Valid Pennsylvania Driver's license and clear driving record.
- CDL or willingness to obtain.
- Microsoft Office – general computer skills
- 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.
- Professional, 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 Full-time (non-exempt), hourly position that is primarily Monday-Friday. Schedule can be agreed upon, but eight-hour shifts are generally between the hours of 7am and 5pm and includes an unpaid lunch break. 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. Excellent Benefit package and training.

**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 accommodations 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°F and above 90°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.

**TO APPLY**

Please send your resume to [jobs@chestercountyfoodbank.org](mailto:jobs@chestercountyfoodbank.org). No phone calls please.