



Position Title: Food Service Driver

Department: Food Service

Reports to: Food Service Manager

FLSA Status: Non-Exempt, Hourly

Job Type: Part-Time, 25 hrs./wk., First Shift: 7:30am-12:30pm, Saturday-Wednesday for first 90 days, then Monday-Friday

Compensation: \$12-\$13/hour commensurate with experience

Job Summary

Reporting to the Food Service Manager, the primary function of the Food Service Driver is to pick up daily food donations and supply orders from locations across Erie County, deliver them to the kitchen, and then properly store and document all items received. The Driver executes the food pick-up plan outlined by the Food Service Manager.

Note: position schedule is Saturday–Wednesday for the first 90 days, then shifts to Monday–Friday.

Responsibilities

- Drive Mission vehicle(s) and pick up daily food donations and supply orders.
- Assist with the unloading and shelving of food received.
- Work alongside the Food Service Manager to organize a pick-up schedule that includes driving to and picking up food at multiple locations daily and working with volunteers as needed.
- Implement best practices around food safety and transport.
- Communicate with stores and vendors to confirm the pick-up of food and supplies while representing the mission, vision and values of our organization to all persons involved.
- Lift boxes and load and unload from vehicle.
- Safely operate a motor vehicle, following both traffic laws and the Erie City Mission's driving policy.
- Report any instance of accident, injury, or damage to an individual or vehicle as outlined by the Erie City Mission's safety policy.
- Document all items received in daily logs and input information into donation database.

- Contribute to daily activities as needed in the kitchen after daily pick-ups/deliveries are complete. Potential activities include but are not limited to: basic food preparation, cleaning, organizing, serving the public...

Education & Experience

Minimum of high school diploma or GED equivalent. Applicant must hold a valid driver's license.

Skills & Abilities

The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- Must have a valid and clean driver's license, reliable transportation, and be willing to sign and abide by the organizations "Driver Policy."
- Proven experience as a driver, preferably with large vehicles, and the ability to safely operate a cargo van and box truck.
- Demonstrate excellent interpersonal, organizational, and problem-solving skills.
- Possess strong verbal communication skills.
- Ability to compose thorough and accurate incident reports and other documentation.
- Capable of exercising sound judgment and comfortable asking questions, when necessary, in order to maintain the integrity of the department.
- Ability to take responsibility, to work well as a team member, and to work independently without supervision within the scope of normal duties and responsibilities.
- Adaptable and flexible to situations and priorities.
- Personal qualities of maturity, humility, strong work ethic, and a roll-up-my-sleeves attitude.
- Demonstrated experience with, and sensitivity to, varying cultural, ethnic, and social backgrounds, values, and attitudes.
- Basic proficiency in Microsoft Office Suite programs.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily active and is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is regularly required to lift, climb, balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 45 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Other

May be required to adjust schedule and work during holidays, evenings, and weekdays.

Any offer of employment from the Erie City Mission is contingent upon the successful completion of:

- Background check
- Drug test
- PA Child Abuse History

Benefits

Part-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Paid sick and personal days
- Paid holidays