



Position Title: Food Service Driver

Department: Food Service

Reports to: Food Service Manager

FLSA Status: Non-Exempt, Hourly

Job Type: Part-Time

Hours: 1st Shift, Saturday through Wednesday 10-15 hours *Schedule subject to change.*

Compensation: \$12.00/hr.

Job Summary

Reporting to the Food Service Manager, the primary function of the Food Service Driver is to pick up daily food donations and food service orders from select areas of Erie County and deliver them to the kitchen. The Driver plans, coordinates, and executes food pick-up plan alongside the Food Service Manager.

Responsibilities

Essential Functions:

Driver

- Drive Mission vehicle(s) and pick up daily food donations.
- Assist with the unloading and shelving of food picked up.
- Work alongside the Food Service Manager to organize a pick-up plan that includes driving to and picking up food at multiple locations daily.
- Create and coordinate a food pick-up schedule 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.
- 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.

Education & Experience

High school diploma or GED. Applicant must hold a valid driver's license.

Skills & Abilities

- Must have a valid and clean driver's license, reliable transportation, and must 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.
- 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 in 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.

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 or 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.