



CDL ROUTE DRIVER Job DESCRIPTION

POSITION: CDL Route Driver
DEPARTMENT: Warehouse Operations
REPORTS TO: Maintenance and Logistics Supervisor
Operational Hours: Monday-Friday, with some evenings and Saturday rotations.

POSITION SUMMARY:

Route Driver with a Class A or B Commercial Driver's License. Duties include, but are not limited to: loading trucks for deliveries, making deliveries to agencies and retail locations, unloading deliveries at destinations, donation pick up, vehicle inspections, maintaining pest inspection and temperature logs, filling agency orders, monitoring volunteer activities, various computer transactions, stocking and recording inventory, conducting daily/weekly inspection reports, and maintaining a clean and safe work environment. Will provide back-up support in Warehouse.

JOB RESPONSIBILITIES:

Deliveries and Pick-ups

- Using food bank trucks, load all product from partner agency order to be delivered
- Safely drive load to partner agency
- Follow all Safety Rules and Regulations
- Safely and efficiently unload freight at designated location
- Exhibit good customer service skills when working with partner agencies at delivery sites
- Working under the direction of the Warehouse Manager, make weekly donation pick-ups from grocery stores and other local manufacturers.

Logs/Record keeping

- Complete vehicle inspection logs when used.
- Maintain product logs
- Maintain driving logs as required by DOT
- Complete Product inspection logs.
- Inform Maintenance and Logistics Supervisor of any instance out of the ordinary.

Inventory Activity

- Assist Warehouse in routine inventory events. This may involve physical counts, sorting, and reporting results as it relates to the computerized inventory system (ECCA).
- Assist in the receiving of products delivered partner agencies.
- Display initiative in storage of all delivered products, to include refrigerated and frozen items.

Quality Controls

- Develops and maintains complete and accurate warehouse records, including cleaning, safety and sanitation, temperature and pest control schedules and logs and other record keeping as required.
- Responsible for coordination of disposing of spoiled, outdated and/or undeliverable food product as approved by the Warehouse Manager.

General and Administrative Activities

- Generate picks sheets and invoices as required for agency orders.
- Gain proficiency in Inventory software as it pertains to daily operations.
- Serve an active role in communication, planning, and problem solving as it applies to warehouse activities.
- Serve a proactive role in overseeing warehouse operations during a natural disaster.
- Attend and actively participate in all regularly scheduled staff meetings.
- Communicate effectively, appropriately and in a timely fashion with the warehouse staff.
- Maintain professional standards in developing relationships with agencies, donors, volunteers, and MCFB staff.
- Other duties as assigned.

Position Qualifications:

- High School diploma or GED required
- Valid Texas Driver's License, and/or CDL A or B (valid MVR Medical Certificate)
- Clean driving record
- Forklift certified preferred

Knowledge and Skills Required:

- Knowledge of inventory management systems.
- Knowledge of warehouse operations, practices, procedures and standards.
- Ability to perform basic mathematical functions.
- Ability to lift and carry objects weighing up to 50 lbs.
- Ability to operate electric pallet jack
- Ability to work in extreme weather temperatures (i.e., cold or hot).
- Ability to work on feet for a good part of the day.

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.

- Ability to lift and move up to 50 lbs.
- Extensive sitting, standing, kneeling, reaching and stooping

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Managing Customer Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature Date

ACKNOWLEDGED: Employee Signature Date

PRINT: Employee Name

Disclaimer:

Montgomery County Food Bank is an Equal Opportunity Employer and employment "at will" organization. This job description does not imply or constitute an offer of employment.