



Job Title:	Driver	Date:	June 24, 2016
Business Card Title:	Driver	Written By:	
Position:	Full Time	Reviewed By:	J. Owens
Reports To:	Warehouse Manager	Date Reviewed:	
Org Level 1:	Transportation		
Org Level 2:	Warehouse		
Org Level 3:	Operations		

Mission: *MANNA's mission is to involve, educate, and unite people in the work of ending hunger in Western North Carolina*

Vision: *A hunger-free Western North Carolina*

Position Summary: The Driver is responsible for local, intrastate and interstate transporting and handling of MANNA FoodBank product as well as performing warehousing duties as described below. This position receives direction from the Warehouse Manager. In the absence of the Warehouse Manager the driver then report to the Director of Operations.

Essential Duties and Responsibilities:

1. Makes local pickups and deliveries of donated product.
2. Makes pickups and deliveries to other food banks and donors within North Carolina and surrounding states.
3. Verifies counts of product being picked up or delivered with corresponding documents (bills of lading, invoices, transfer sheets, receipts, etc.)
4. Submits such documents to appropriate staff; oversees proper loading of vehicle with regard to weight distribution/capacity and securing of load.
5. Maintains accurate mileage, maintenance and vehicle inspection logs to ensure that vehicles are in safe, dependable operating condition.
6. Performs routine preventative maintenance on all MANNA vehicles.
7. Communicates any vehicle problems or concerns with the Facilities & Safety Manager as soon as possible so that appropriate repairs may be made.
8. Perform duties associated with assigned Mobile Delivery routes including: overseeing proper loading of vehicle with regard to weight distribution, securing load, and delivery sequence, overseeing temperature control of product, confirming all scheduled orders are on board, physically offloading all product on board, verifying delivery of product on order sheets and submitting completed order sheets for invoicing to appropriate staff.

Every MANNA FoodBank employee must subscribe to a Criminal background check and pre-employment drug testing. Valid Driver's License, auto insurance and clean driving record required. **Commercial Driver's License Class B required.**

Every MANNA FoodBank employee must subscribe to the "Statement of Philosophy" and the "Mission Statement" of MANNA FoodBank. Employees must also adhere to MANNA's "Drug and Alcohol Policy". These documents are on file in the Office of Finance and Human Resources.

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9. Assist in unloading incoming product, completion of related paperwork and storing product in designated locations under direction of Warehouse Manager. Assist in loading outgoing product for mobile deliveries, shipment to other food banks and transfers to other MANNA storage/distribution sites, along with completion of related paperwork (order sheets, invoices and transfer sheets).
10. Assist in general warehouse duties including (but not limited to): order picking; product repack/ restack; restocking; inventory control.
11. Assist in general warehouse maintenance including (but not limited to): sweeping, mopping, pest control duties, equipment safety checks, daily temperature logs.
12. Assist other MANNA staff in any areas related to food drives, fund raising, and other special events as deemed necessary by Warehouse Manager
13. Assists in daily implementation and practice of AIB standards in order to ensure food safety and good sanitation practices throughout MANNA FoodBank.
14. Must be able to maintain requirements for North Carolina Commercial Driving License (Class B, no restrictions).

Qualifications:

- High school graduate or GED required
- Must provide proof of and maintain current, valid North Carolina Commercial Driver License (Class B; no restrictions) with clean MVR and current, valid auto insurance
- Must be able to navigate and make deliveries/pickups in a timely, effective manner
- Must be able to maintain accurate, legible invoices, receipts, and related paperwork
- Effective communication skills with the ability to interact with diverse populations of volunteers, staff, donors and agency representatives in a courteous and professional manner.
- Prior experience or proven ability to direct others in achieving the goals of the day-to-day operations.
- Must be able to maintain production-orientated levels of work within specified timeframes.

Additional Skills:

- Outstanding Customer Service abilities and a positive attitude
- Must be dependable
- Enjoys working with people
- A desire to educate and inspire others in the mission of Manna FoodBank
- Knowledge of food bank operations a plus
- Prior experience working in a warehouse environment or with warehouse equipment

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Working Conditions: This position will be performed primarily in a vehicle and will be subject to environmental conditions. Activities occur inside and outside. The employee will occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibrations.

The Driver position will also have frequent warehouse exposure. This setting that can be at times, hot or cold depending on the season. This is a fast paced hands-on physical work environment. The noise level in the work environment is moderate to moderately loud within the Warehouse.

Physical Demands: The physical demands required here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

The Driver position requires the ability to safely lift and transport 40+lbs, operation of a manual pallet jacks and lift gates with the ability to manage loads in excess of 2,000 lbs. This includes frequent movement of product from trucks and vehicles as well as pushing and pulling product throughout the warehouse. Specific vision abilities required for this job include visual acuity to operate motor vehicles and heavy equipment. This also includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing job duties the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit, stand, walk, climb, balance, stoop, kneel, crouch, or crawl.

Travel: Driver will make local pickups and deliveries of donated product; delivers product to MANNA FoodBank partner agencies; makes pickups from and deliveries to other food banks and donors within North Carolina and surrounding states.

Schedule: Typical schedule is Mon-Fri, 8a-4p, with flexibility to work some nights or weekends for special events or as the position need dictates.

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Acknowledgements for: Driver at Manna FoodBank

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervising manager/director.

This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

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