



MONTANA FOOD BANK NETWORK
Position Description
Warehouse Worker/CDL Driver

Position Reports To: Operations Manager

Position Status: Full Time, Hourly (Non-exempt)

General Description: The proposed scope of work entails providing services to the Montana Food Bank Network Warehouse. This position will work directly with the Chief Operations Officer to handle the workload associated with warehouse and transportation services required by the Montana Food Bank Network.

Job Specifications:

- have valid Class A CDL license and be insurable
- have previous warehouse experience
- be able to lift 75 lbs.
- be able to produce or obtain ServSafe food safety certification
- be willing to work a flexible schedule including some overnights and weekends
- be forklift certified or willing to become certified
- have good interpersonal skills
- have ability to handle multiple tasks concurrently, timely, and accurately

Job Responsibilities:

- Work in conjunction with and under the direct supervision of the Operations Manager, following both specific and general directives
- Be responsible and demonstrate competency to be assigned company credit card and use only for purposes outlined within established MFBN credit card policies and procedures
- Assist in the retrieval, receiving, and distribution of food to local agencies supported by the Montana Food Bank Network within established policies and procedures to meet AIB standards
- Complete all necessary log book functions utilizing ELD and perform deliveries and pickups within established rules and laws per DOT regulations
- Complete pre trip and post trip load sheets and trip reports
- Re-palletize product for re-distribution to agencies
- Use first-in, first-out system of distribution
- Pick and prepare agency orders for shipping per MFBN policies
- Perform receiving and shipping duties of freight per MFBN policies
- Schedule pick-up dates for agencies picking-up at warehouse
- Provide day to day assistance to warehouse volunteers
- Assist in completing daily equipment inspections and housekeeping tasks and logs
- Maintain the cleanliness of the warehouse, freezer and cooler at all times
- Successfully complete pre-trip and post-trip inspections of vehicles, complete inspection checklists, logs and vehicle cleanliness

- Perform minor maintenance to facilities and grounds
- Perform weekly deliveries, and act as a relief and backup driver for the Transportation Manager
- Successfully organize, complete, and distribute all administrative shipping documents and logs
- Assist in the pickup and/or delivery of food to/from the warehouse
- Maintain valid CDL and successfully pass drug and alcohol testing requirements

General Specifications:

- have valid driver's license, access to a car, and insurance
- have a neat, clean appearance
- comply with MFBN policies and procedures
- be sensitive to the needs of low-income people and to the diverse populations served by the MFBN
- have ability to work as a member of a team
- have ability to take initiative
- be willing to perform other duties as assigned and necessary.