



## **Job Description**

<b>Job Title:</b>	<b>CDL Driver, Warehouse Worker</b>
<b>Classification:</b>	Full Time, 40 hours per week, Non-Exempt
<b>Department:</b>	Operations
<b>Reports to:</b>	Operations Distribution Supervisor

### **Job Summary**

Montana Food Bank Network (MFBN) works to end hunger in Montana through food acquisition and distribution, education, and advocacy. The CDL Driver, Warehouse Worker works directly with the Operations Distribution Supervisor to assist with the workload associated with warehouse and transportation services.

### **Duties and Responsibilities**

- Work in conjunction with and under the direct supervision of the Operations Distribution Supervisor, following specific and general directions.
- Maintain valid Class A CDL and adhere to drug and alcohol testing requirements.
- Assist in retrieving, receiving, and distributing food to Network Partners following established policies and procedures to meet AIB standards.
- Complete log book functions using ELD and adhere to DOT regulations when performing all deliveries and pickups.
- Complete pre-trip and post-trip load sheets and trip reports.
- Complete pre-trip and post-trip inspections of vehicles, inspection checklists, logs, and vehicle cleanliness.
- Re-palletize products for redistribution to agencies.
- Pick and prepare agency orders for shipping per MFBN policies utilizing a first-in and first-out system of distribution.
- Schedule pick-up dates for agencies picking up at the warehouse.
- Provide day-to-day assistance to warehouse volunteers.
- Assist in daily equipment inspections, housekeeping tasks, and logs.
- Maintain warehouse, freezer, and cooler cleanliness at all times following AIB standards.
- Organize, complete, and distribute all administrative shipping documents and logs.
- Perform weekly deliveries primarily within Montana, with minimal overnights and no weekends.
- Perform minor maintenance to MFBN facility and grounds.
- Maintain a culture of safety and professionalism within the Operations Team.
- Ability to use pallet jacks.
- Obtain forklift certification.
- Obtain Serv-Safe Food Certification.

### **Skills and Qualifications**

- Commitment to MFBN's mission and vision.
- Comply with MFBN policies and procedures.

- Be sensitive to the needs of the diverse communities MFBN serves.
- Strong interpersonal skills.
- Ability to work on multiple responsibilities with attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Perform any additional tasks and duties as assigned.

### **Required**

- Valid Class A CDL, current DOT medical card, and insurable.
- Stand, walk, stoop, kneel, and crouch frequently.
- Lift 50 pounds frequently.
- Lift or move more than 50 pounds with assistance or equipment.

### **Preferred**

- Previous warehouse experience.
- One year of driving experience, preferably interstate.

### **Worksite**

- MFBN's office is located at 5625 Expressway, Missoula, MT 59808.
- Travel required, primarily in-state, approximately 45%.

### **Compensation**

Montana Food Bank Network offers a competitive benefits package including 100% employer-paid medical for employees, \$175 monthly HSA contribution, retirement plan with up to 3% employer match, 12 paid holidays, 2 floating holidays, and 4 weeks paid time off (PTO) in the first year. Paid meal per diem (trips over 4 hours). We strive to provide non-cash benefits that encourage a work-life balance and promote the physical, mental, and financial health of our employees and their families, including flexible work schedules, education, training opportunities, and eligibility for the Public Service Federal Student Loan Forgiveness Program.

### **To apply**

Please submit your resume and cover letter to Nicole Burlingame-Stead, Employee Relations Manager at [nburlingame-stead@mfbn.org](mailto:nburlingame-stead@mfbn.org). Position open until filled.

*Montana Food Bank Network is an equal-opportunity employer.  
We celebrate diversity and are committed to creating an inclusive environment for all employees.  
Offer of employment is contingent on the successful completion of a background check.*