



Job Description

Job Title:	CDL Driver, Warehouse Worker
Classification:	Full Time, 40 hours per week, Non-Exempt Hourly
Department:	Operations
Reports to:	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. Primarily preparing palletized orders, loading on truck, and delivering to network partner agencies and program sites consisting of food pantries, shelters, senior centers, and schools.

Duties and Responsibilities

- Primarily preparing palletized orders, loading on truck, and delivering to network customer partner and program sites consisting of food pantries, shelters, senior centers, and schools.
- 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.
- Pick and prepare agency orders for shipping per MFBN policies utilizing a first-in and first-out system of distribution.
- 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 within Montana with few overnights monthly and no weekends or Holidays.
- Maintain a culture of safety and professionalism within the Operations Team
- Ability to use pallet jacks.
- Obtain forklift certification.
- Obtain Serv Safe Food Certification.
- Delivering only palletized freight consisting of dry, refrigerated, & Frozen foodstuffs. Liftgate trailers provided except for deliveries to locations with docks and forklifts. Electric Pallet jacks provided.
- Drivers load their own trucks day prior to scheduled delivery, no pre-loading unless communicated in advance.

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 and be insurable. Hazmat, Doubles or Triples Endorsements **NOT** Required.
- 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, cold weather conditions within Rocky Mountains.

Worksite

- MFBN's office is located at 5625 Expressway, Missoula, MT 59808.
- Travel required, intra-state MT only, approximately

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 federal holidays, 2 floating holidays, and 4 weeks paid time off (PTO) accrual in the first year. Paid meal per diem (trips over 4 hours daily). Company credit card provided for all approved company related purchases including fuel, per diems, scale tickets, etc...

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. Safety is our highest priority to our drivers.

Pay Range –

\$24.00 - \$27.00 per hour DOE

To apply

Please submit your resume and cover letter to Brent Weisgram, Vice President & COO at bweisgram@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.*

