CDL Class A Driver and Warehouse Worker

Classification: Regular Full-time; Non-exempt
Department: Administration
Reports to: Transportation Manager
Established Date: July 23, 2000
Revised Date: August 10, 2026
Primary Work Location 5780 Alloy North, Missoula, MT 59808

Position Summary

Montana Food Bank Network (MFBN) works to end hunger in Montana through food acquisition and distribution, education, and advocacy.

The CDL Class A Driver & Warehouse Worker supports MFBN's statewide food distribution operations by safely transporting food and other products to Network Partners and program sites throughout Montana while also performing warehouse and order-fulfillment duties. The position is responsible for preparing palletized orders, loading and unloading trucks, completing scheduled deliveries and pickups, maintaining required transportation records, and supporting the safe and efficient operation of MFBN's warehouse.

This position may regularly interacts with food pantries, shelters, senior centers, schools, community organizations, donors, vendors, and other partners and serves as a representative of MFBN while on the road.

Essential Duties and Responsibilities

Transportation and Delivery

- Safely operate MFBN commercial motor vehicles to complete scheduled deliveries and pickups throughout Montana and, when required, interstate routes.
- Deliver palletized dry, refrigerated, and frozen food products to Network Partners and program sites.
- Load assigned trucks prior to scheduled delivery routes and verify that loads are accurate, secure, and appropriate for transport.
- Safely operate liftgates, electric pallet jacks, manual pallet jacks, and other material-handling equipment when loading and unloading freight.
- Complete required pre-trip and post-trip vehicle inspections and promptly report safety concerns, defects, damage, or maintenance needs.
- Complete required trip reports, load sheets, inspection records, shipping documentation, and other transportation records accurately and timely.
- Maintain accurate electronic logs using MFBN's electronic logging device (ELD) and comply with applicable hours-of-service requirements.

- Maintain a valid Class A Commercial Driver's License (CDL), DOT medical certification, and all other qualifications required to operate MFBN commercial motor vehicles.
- Comply with applicable U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), state, and federal motor carrier safety requirements, including applicable drug and alcohol testing requirements.
- Maintain assigned vehicles and equipment in a clean, safe, and professional condition.
- Complete routes that may require overnight travel. Weekend and holiday work is generally not scheduled but may be required based on operational needs.

Warehouse and Distribution

- Pick, stage, and prepare Network Partner and program orders accurately and efficiently in accordance with MFBN procedures.
- Rotate and distribute food using established inventory-control practices.
- Assist with receiving, storing, retrieving, and distributing food and other products.
- Maintain warehouse, freezer, cooler, loading areas, vehicles, and equipment in a clean, organized, and sanitary condition.
- Follow applicable food safety, sanitation, inventory-control, and warehouse procedures.
- Assist with loading and unloading inbound and outbound shipments.
- Safely operate material-handling equipment after completing required training and certification.
- Obtain and maintain required forklift and food-safety certifications as directed by MFBN.

Safety, Service, and Teamwork

- Follow MFBN safety policies, transportation procedures, food-safety requirements, and established operating practices.
- Maintain a professional and service-oriented relationship with Network Partners, program sites, donors, vendors, volunteers, coworkers, and members of the public.
- Communicate route delays, delivery concerns, equipment problems, product discrepancies, accidents, injuries, and other operational issues promptly to the appropriate supervisor.
- Work collaboratively with Transportation, Warehouse, and other MFBN employees to support efficient statewide distribution operations.
- Maintain reliable and dependable attendance consistent with scheduled routes and operational requirements.
- Perform other duties as assigned that are consistent with the general nature and level of the position.
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Success Indicators

- Safe operation of commercial vehicles and material-handling equipment.
- Consistent compliance with CDL, DOT, FMCSA, ELD, and MFBN transportation requirements.
- Accurate and timely completion of deliveries, pickups, logs, inspections, and shipping documentation.

- Accurate order picking, loading, and delivery with minimal product or documentation errors.
- Reliable attendance and readiness for scheduled routes.
- Proper handling of dry, refrigerated, and frozen products.
- Clean, organized, and safe vehicles, warehouse areas, and equipment.
- Professional and respectful service to Network Partners, coworkers, donors, vendors, and community members.
- Prompt communication of safety concerns, delays, equipment issues, and delivery discrepancies.

Supervisory Responsibilities
This position has no supervisor responsibility.

Knowledge, Skills, and Abilities

Demonstrated Ability to:

- Understand and comply with applicable DOT, FMCSA, state, and federal commercial motor vehicle regulations.
- Safely operate Class A commercial motor vehicles and associated equipment.
- Use electronic logging devices, handheld route technology, and other transportation-related systems.
- Safely operate liftgates, electric pallet jacks, manual pallet jacks, forklifts, and other warehouse equipment for which the employee has been trained and authorized.
- Read and understand shipping documents, route information, labels, safety instructions, policies, and operating procedures.
- Perform basic mathematical calculations, count accurately, and maintain accurate records.
- Organize work and manage multiple responsibilities while maintaining attention to detail and accuracy.
- Communicate clearly, professionally, and respectfully verbally and in writing.
- Work effectively both independently and as part of a team.
- Provide professional service to individuals and organizations with diverse backgrounds, experiences, and perspectives.
- Exercise sound judgment and respond appropriately to changing road, weather, delivery, and warehouse conditions.
- Maintain reliability and dependability in a position where scheduled routes and deliveries directly affect MFBN's Network Partners and communities.
- Demonstrate commitment to MFBN's mission, values, policies, and procedures.

Physical Requirements
The physical requirements described below are representative of those necessary to perform the essential functions of the position, with or without reasonable accommodation.
The employee must be able to:

- **Frequently stand, walk, sit, bend, stoop, kneel, crouch, twist, reach, grasp, handle, push, and pull.**
- **Frequently lift and carry up to 50 pounds.**
- **Move loads exceeding 50 pounds with assistance or appropriate material-handling equipment.**
- **Push or pull palletized product weighing up to approximately 2,000 pounds using appropriate pallet-handling equipment.**

- **Enter and exit commercial vehicles, trailers, loading docks, and warehouse areas.**
- **Safely operate liftgates and material-handling equipment.**
- **Meet applicable physical qualification requirements for operation of a commercial motor vehicle.**
- **Perform work requiring close, distance, peripheral, and depth perception and the ability to adjust focus.**

Working Environment
Work is performed in commercial vehicles, trailers, warehouses, loading docks, coolers, freezers, partner locations, and outdoor environments.
The employee may regularly encounter:

- Hot and cold temperatures, including refrigerated and freezer environments.
- Seasonal weather and changing road conditions.
- Moving vehicles, forklifts, pallet jacks, and other equipment.
- Dust, dirt, fumes, noise, and other conditions typical of warehouse and transportation environments.
- Frequent interaction with coworkers, Network Partners, donors, vendors, volunteers, and members of the public.
- Extended periods of driving and independent work with limited direct supervision.

Specific schedules and routes are established based on operational needs. This position requires flexibility in start and end times based on delivery schedules, travel, weather, road conditions, and other operational factors.

Minimum Qualifications

- Class A CDL with current and valid DOT medical certificate (Hazmat, Doubles or Triples Endorsements **NOT** Required)
- Highschool Diploma/GED preferred
- Clean driving record with 3 years of driving experience. Must be insurable by company vehicle insurance provider
- Stand, walk, stoop, kneel, and crouch frequently.
- Lift 50 pounds frequently.
- Lift or move more than 50 pounds with assistance or equipment.

Starting Compensation
Starting Rate: $ $28.15 to 30.15 per hour, Depending on Experience

Final compensation will be determined based on relevant experience, qualifications, internal equity, and MFBN's established compensation structure.

Montana Food Bank Network is committed to creating a welcome and inclusive environment for all employees and is proud to be an equal opportunity employer. MFBN does not discriminate regarding hiring, assignment, promotion or other conditions of staff, employment because of

race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under local, state or federal law. In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.

Montana Food Bank Network
Primary work location: 5780 Alloy N, Missoula, MT 59808.
Website: https://mfbn.org/

This position is classified as non-exempt under the Fair Labor Standards Act and is eligible for overtime compensation in accordance with applicable law and organizational policy.

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Montana Food Bank Network reserves the right to modify this job description at any time to meet organizational needs.