SOUTH PLAINS FOOD BANK, INC.

5605 Martin Luther King Blvd., Lubbock, Texas 79404

806/763-3003 Fax: 806/741-0850

|  |
| --- |
| **Job Description** |

**Position Title**: Temp Driver

**Salary:** $12.00 an Hour

**Immediate Supervisor**: Warehouse Manager

**Position Summary**: Temporary Driver is the face of the Food Bank with stores that donate Food Products to the Food Bank for distribution. A friendly, thankful demeanor is critical when picking up (Loading) donated food items from the vendor and delivering (Unloading) to the Food Bank for sorting and packaging for clients. Accurate pick up records must be made for Food Bank inventory records.

**Duties and Responsibilities**:

* Make morning runs to designated entities and load items designated for the Food Bank.
* Keep accurate records of the products picked up.
* Call on vendors that have requested food pickups as assigned.
* Keep up with routine truck maintenance.
* Report any vehicle operating problems to the operations manager
* Abide by all industry standards.
* 40% of time will be driving truck.
* Work in warehouse as needed after route is complete
* Performs other duties as assigned.

**Qualifications**:

* High School Diploma or GED.
* Clean driving record and familiar with driving a larger vehicle (CDL not required).
* Must be 25 years old (per driving insurance recommendations).
* Must pass a Background Check.
* Good interpersonal skills and comfortable engaging in conversations.
* Must display a positive impression to all vendors that donate to the Food Bank.
* Familiarity with the use of a pallet jack.
* Must be familiar with Lubbock Area
* Must be able to lift from 40—50 lbs.
* Must be able to work 40 hours a week/Monday-Friday
* Serv Safe preferred