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| South Plains Food Bank, Inc  5605 MLK Blvd., Lubbock, TX. 79404  (806) 763-3003 / Fax: (806) 503-2789 |

**JOB DESCRIPTION**

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| **Position Title** | **Department** | **Reports to:** |
| Driver/Warehouse Worker | Operations | Director of Operations |

**Position Summary**: The Driver / Warehouse Worker 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.
* Clean-up warehouse and assist in other areas as needed.
* Ensure civil rights training is kept up to date annually. Obtain and keep serv safe certification up to date.
* Performs other duties as assigned.

**Qualifications**:

* High School Diploma or GED.
* Must have experience with driving a box truck and/or a larger vehicle (CDL may be required).
* 25 years old per driving insurance recommendations is preferred.
* Good interpersonal skills and comfortable engaging in conversations.
* Must display a positive impression to all vendors that donate to the Food Bank.
* Experience with the use of a pallet jack, forklift, and baler is preferred.
* Must be familiar with Lubbock Area.
* Must be able to lift from 40—50 lbs.
* Serv Safe preferred
* Must pass a Background Check and have a good driving record to meet insurance recommendations.