

POSITION: DRIVER

IMMEDIATE SUPERVISOR:	Everett Food Bank Supervisor
PROGRAM:	Everett Food Bank
HOURS & WAGES:	Part Time (25 hours/week)/\$11 per hour
DATE OF DESCRIPTION:	August 2015

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

GENERAL FUNCTION:

Drive company truck over an established route(s) to deliver and/or pick up products. Ensure foods are handled, loaded, stored and transported properly. Keep an accurate record of pick up and deliveries. Maintain good communication with accounts.

QUALIFICATIONS:

- High School Diploma or GED.
- Previous experience driving a 10 ton truck.
- Able to lift at least 50 pounds repetitively.
- Ability to count items accurately.
- Washington State Driver License with a safe driving record.
- Knowledge of proper storage and handling procedures of food products.

PRINCIPAL ACTIVITIES:

- Pick up food and deliveries at various accounts maintaining good relations.
- Load and unload product.
- Assemble and distribute home delivery bags to seniors and disabled clients as scheduled. Load and unload product.
- Ensure proper handling, storage and transportation of product.
- Report shortages, damage and/or spoilage of product.
- Proper use of forklift, pallet jack, hand truck and other mechanized warehouse equipment.
- Maintain program vehicles, equipment and Vehicle Maintenance Checklist.
- Complete daily truck route log accurately, to include donations, product pick up and deliveries.
- Work with volunteers on assigned projects and assignments and ensure proper training on food handling, distribution and sanitation.
- Clean (performing daily housekeeping tasks) and maintain a pest free food bank and warehouse
- Adhere to safe and proper food handling/storage techniques.

- Provide warehouse assistance when there is a special event and/or project. This may require evening and or Saturday shifts.
- Must be neat and clean in appearance.
- Must work as a team player.
- Other work related duties as assigned.

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.