



DRIVER/WAREHOUSE SPECIALIST

Description - Responsible for deliveries and pick ups of CFB food. Reports to the Transportation Manager.

It is anticipated that the position will be an average of 40 hours per week:

Tuesday through Friday: 12:00PM to 8:30PM

Saturday: 7:00AM to 3:30PM

Duties include but are not limited to the following:

1. Loads and unloads CFB truck.
2. Picks up product from donors on schedule, arrives with necessary equipment.
 - Maintains accurate counts of product.
 - Signs invoices for what is received.
 - Assures safe transportation to and from the warehouses/drop sites (load balanced and secured).
 - Unloads truck as required.
 - Maintains accurate receiving record.
 - Assures timely and proper storage of product.
3. Conducts routine maintenance of CFB truck.
 - Check fluids daily, performs safety checks to detect potential problems.
 - Coordinates scheduled preventative maintenance with Transportation Manager.
 - Knowledge of, and compliance with, applicable laws and regulations.
 - Maintains accurate records of trip log.
4. Assists in warehouse operations as required by Transportation Manager or Operations Director.
 - Assists with warehouse maintenance.
 - Assists with sorting of salvage.
5. Maintains regular telephone contact with CFB during the work day.
 - Calls Operations Department in case of unexpected delays or problems with pick ups or deliveries.
 - Calls Operations Department when every pick up or delivery is completed.
 - Calls Operations Department for instructions in case of equipment failure or accident.
6. Performs other duties as assigned by the Transportation Manager.

Job Specifications/Requirements

- Class A or B CDL required. Safe driving record.
- Must be able to lift up to 60 pounds.
- Fork lift and pallet jack certification.
- High School Diploma/GED required.
- Must be able to contribute to a positive work environment with commitment to social justice.

Send resume with salary requirements to:
hr@ctfoodbank.org