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

Affirmative Action Equal Opportunity Employer

January 2020