



INTER-FAITH FOOD SHUTTLE

JOB POSTING

Warehouse Associate/Driver

Position to be based in Durham and Raleigh

ABOUT US

Inter-Faith Food Shuttle envisions a hunger-free community. Our mission is to feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a Feeding America partner food bank, the Food Shuttle distributes over 13 million pounds of food per year, half of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 16-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

The Warehouse Associate/Driver is responsible for a variety of manual tasks associated with the Food Shuttle's Food Recovery & Distribution department and in the acquisition and storage of food. Each day, nearly 25,000 pounds of food is recovered from manufacturers, wholesalers, grocery stores, local farmers, restaurants, and other locations. That same day, the food is redistributed to partner agencies and people in need in our community. The Warehouse Associate/Driver is responsible for pulling orders, unloading deliveries, loading trucks, and pickup and delivery of food and goods. Warehouse Associates/Drivers are often the main person that our food donors see and interact with. More importantly, the Warehouse Associate/Driver is the representative of the Food Shuttle, delivering life sustaining food to people facing food insecurity. The Warehouse Associate/Driver requires professionalism and customer service orientation.

DUTIES AND RESPONSIBILITIES

- ***This position will report to the Durham and Raleigh warehouse locations as needed each week.***
- Drive Food Shuttle fleet vehicles to pick up food from donors and deliver to partners and program participants
- Perform warehouse duties as assigned. Duties may include and are not limited to cleaning, organizing, loading and unloading trucks, assisting agency partners, building food orders, minor upkeep of vehicles, and other duties assigned by your supervisor
- Act as positive representative of the Food Shuttle, displaying strong customer service and a friendly demeanor toward all people (volunteers, donors, program participants, partners, and colleagues)
- Maintain rapport with donors and/or their employees to foster continued support and a professional working relationship
- Work professionally with volunteers who assist in donor pick-ups and deliveries

- Maintain accurate records and follow procedures regarding sorting, labeling, and weighing all food donated and distributed. Ensure route sheets and pallet tags are neat, legible, and accurate
- Inspect product to ensure that safety and sanitation standards are met. Maintain food safety standards, including maintaining appropriate temperature control of perishable items, and eliminating additional food safety risks.
- Follow Food Safety and Handling guidelines and maintain food safety certificate
- Inspect, operate, and maintain assigned truck in a professional and safe manner
- Complete daily vehicle checklist. Ensure truck is tidy, clean, and in good order, both cab and box
- Other related duties as assigned

QUALIFICATIONS

- 3 or more years warehouse experience
- Straight truck or cargo van delivery experience is preferred
- Valid North Carolina driving license, insurable motor vehicle record
- Ability to pass a criminal history and sexual offender background check in conjunction with youth protection policies indicating no reportable records other than minor traffic violations.
- A minimum of a high school diploma is required
- Position requires extensive lifting, pushing, and pulling
- Knowledge of Durham/Greater Raleigh / Triangle Area of North Carolina is preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Straight truck or cargo van delivery experience
- Knowledge of Greater Raleigh / Triangle Area of North Carolina
- Basic Math skills: Add, subtract, multiply and divide units of weight successfully. Ability to count different items (cases, cans, bags) to deliver/pick up quantity as required,
- Forklift certification or experience with ability to obtain
- Position requires extensive lifting, pushing, and pulling

CORE COMPETENCIES

Customer Orientation: The ability to demonstrate concern for satisfying one's external and/or internal customers.

Initiative: Identifying what needs to be done and doing it before being asked or before the situation requires it.

Fostering Teamwork: As a team member, the ability and desire to work cooperatively with others on a team.

WORKING CONDITIONS

Driving trucks with up to 26-foot beds. Warehousing, including coolers and freezers, dock operations, shipping and receiving, operating pallet jacks (manual and electric), loading/unloading trucks. Work off-site during fundraising events, may occasionally include after hours and weekends.

PHYSICAL REQUIREMENTS

Ability to lift up to 50lbs repeatedly. Ability to load and unload trucks with manual pallet jacks.

DIRECT REPORTS

None

EEO, ADA, and E-Verify

Equal Employment Opportunity (EEO): Inter-Faith Food Shuttle provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: Inter-Faith Food Shuttle is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact recruiter@foodshuttle.org.

Inter-Faith Food Shuttle validates the right to work using E-Verify. Inter-Faith Food Shuttle will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

COMPENSATION & BENEFITS

Pay Rate: \$18.56 per hour. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@foodshuttle.org.

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.