

815 S. Freedom Blvd.

Suite 100

Provo, UT 84601

P: (801) 373-8200

F: (801) 373-8228

CommunityActionUC.org

**Job Announcement**

**TITLE:** Food Bank Truck Driver

**SALARY:** $14.50 to $15.00/hour,20 hours weekly, part time (M–F)

Community Action Services and Food Bank is looking for a self-motivated individual who wants to make a difference in life. This is a part-time driver position to run a weekly route picking up donations from food drives and donations from grocery stores. This is a fulfilling job. The position does not require a CDL but does require a DOT medical card. If you feel you are the right candidate, please apply as outlined below.

**DUTIES AND RESPONSIBILITIES**

* Strictly adhere to all CASFB policies and procedures
* Greet donors and volunteers at warehouse entrance and assist as needed
* Drive trucks in support of food pickup, deliveries, food drives, and other food bank operational needs
* Obey all traffic laws and be a safe, courteous driver
* Maintain a clean, properly serviced, and safe truck
* Perform basic computer operations
* Ensure that work areas are organized, clean, safe, and free of clutter
* Document donation and disbursements accurately
* Present a positive image to donors, volunteers, clients, and staff
* Work closely with other team members to maintain a smooth and efficient operating program
* Submit all documentation in a timely manner (timesheets, discard logs, mileage, etc.)
* Perform sidewalk and snow removal, trash removal, yard work, and parking lot clean up as needed
* Perform work to support successful food drives as directed
* Accept extra assignments as needed or requested
* Maintain a cheerful and courteous service relationship with store personnel, school officials, volunteers, donors, clients, staff, and administrators

**FACTORS**

* Ability to lift up to 80 lbs. on a regular basis
* Be honest, fair, and straightforward in handling and disbursing donations
* Oral and written English communication skills
* Excellent customer service skills
* Ability to problem solve
* Ability to work in demanding and stressful situations
* Ability to work in high-volume periods of activity on any given day or time of the year
* Ability to work as a team player
* Willingness to follow directions
* Be dependable, motivated, and a self-starter, flexible and able to work occasional evenings and weekends
* A valid Utah driver’s license, a clean driving record, and reliable transportation and DOT medical card
* Ability to become forklift certified
* Ability to speak Spanish (helpful)

**The Community Action application must be completed and submitted with your resume for first review. The position is open until filled.** The application can be downloaded at our website: www.communityactionprovo.org/. We are located at 815 S. Freedom Blvd., Suite 100, Provo, UT 84601, and can be reached at (801) 373-8200. **Community Action Services and Food Bank is an Equal Opportunity Employer.**

Food Bank/Food Pantry ● Homebuyer & Mortgage Counseling Services ● Support Services ● Family Development ● Circles Initiative



Our Partner in Caring