



815 S. Freedom Blvd.
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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 adheres to all CASFB policies and procedures.
- Greet donors and volunteers at warehouse entrance. Assist as needed.
- Drive trucks in support of food pickup, deliveries, food drives and other food bank operational needs.
- Obeys all traffic laws and is a safe courteous driver.
- Maintains a clean, properly serviced and safe truck.
- Performs basic computer operations.
- Assures that work areas are organized, clean, safe, and clutter free.
- Documents donation and disbursements accurately.
- Presents a positive image to donors, volunteers, clients, and staff.
- Works closely with other team members to maintain a smooth and efficient operating program.
- Submits all documentation in a timely manner (time sheets, discard logs, mileage, etc.)
- Performs sidewalk and snow removal, trash removal, yard work, and parking lot clean up as needed.
- Performs 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:

- Able to lift up to 80 lbs. 40-60 on a regular basis.
- Must 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 under demanding and stressful situations
- Ability to work in high volume periods of activity on any given day or time of the year.
- Able to work as a team player.
- Willing to follow directions
- Must be dependable, motivated, and a self-starter, flexible and able to work occasional evenings and weekends.
- Have a valid Utah driver's license, a clean driving record, and reliable transportation and DOT medical card.
- Able to become forklift certified.
- Ability to speak Spanish is helpful.

CASFB is an Equal Opportunity Employer

To apply for this position please submit Cover Letter, Resume and References to Wendym@communityactionuc.org
Community Action Food Bank ● Home Buyer & Mortgage Counseling Services ● Family Development & Support Services ● Circles
Community Gardens ● Commercial Kitchen

Our mission is to foster self-reliance in Individuals, Families, and the Community
Care - Hope - Opportunity - Respect - Equity