

To apply for this position, please print the Driver Application found on Second Harvest Heartland's Careers page and drop off or mail to:

**Second Harvest Heartland
Attn: Human Resources
1140 Gervais Ave.
Maplewood, MN 55109**

Walk in applicants are also welcomed.

Second Harvest Heartland is an equal opportunity employer.

JOB TITLE: Driver - Class A
DEPARTMENT: Distribution Center Fleet – Transportation
REPORTS TO: Director of Transportation
SUPERVISES: None
STATUS: Non-exempt (hourly); Full-Time
HOURS: 4 – 10 hour days; 5:00 a.m. – 3:30 p.m. or
5 – 8 hour days; 6:30 a.m. – 3:00 p.m.
Some flexibility on work days required. Some evening or weekend hours occasionally

POSITION SUMMARY:

To assist warehouse in the efficient, safe and timely pick up of donated product from local donors and delivery to the food bank or other organizations.

DUTIES & RESPONSIBILITIES:

- Follow all safety procedures and operations in the pickup and distribution of products
- Pickup donations from donors. Confirm donations are received accurately before signing documents.
- Perform daily inspection and keep log of assigned vehicle; notify Transportation Manager of vehicle maintenance needs.
- Deliver orders to member agencies and provide excellent customer service by unloading orders, answering questions, making deliveries on-time or notifying agencies when late.
- Confirm products received by member agencies are correct, invoices adjusted as needed and signed by agency personnel.
- Load and unload truck cargo, weigh inbound donations.
- Perform warehouse duties including filling orders and maintaining warehouse as needed.
- Perform other duties as assigned to ensure smooth operation of the food bank.

- Follow safety regulations relating to OSHA or other company-related regulations.
- Handle food safely and complete food safety training within the first 6 months of employment. Maintain Food Safety Certification.
- Inspect product to be donated following food safety guidelines and refuse donations if the quality is poor.

- Submit Annual Motor Vehicle Report
- Notify any violations to Transportation Supervisor and Transportation Manager
- Employee's behavior is to be in accordance with Second Harvest Heartland's Visions and Values.

BEHAVIORAL EXPECTATIONS

- Customer Service - demonstrate the ability to respond with a high degree of urgency to the needs & requests of others, internally and externally. Understand the impact of their work on others.
- Understand safety policies and actively promote safe practices in the workplace.
- Maintain constructive relationships and demonstrate respect for everyone contacted.
- Deal constructively with conflict and focus on the situation, issue or behavior and not on the person by diffusing situations before conflicts arise, resolving conflicts directly and actively promoting and gaining cooperation from others.
- Accurately provide and receive information in oral and written communications. Consistently provide ideas, opinions, or information in an articulate, professional way. Actively listen to others and demonstrate understanding of other points of view.
- Willingness and ability to adjust to changing conditions or priorities.
- Take the initiative to identify and act on problems and lead by example. Consistently make decisions that resolve problems.

QUALIFICATIONS:

- Knowledge and Skills needed: Forklift and pallet jack skills; ability to perform moderate to heavy physical labor.
- Special Abilities required: Tact and diplomacy when working with customers and donors; Good communications skills when working with warehouse staff and donors; able to follow both written and verbal instructions with minimal supervision.
- Formal education or special training required including any certification, license or registration: High school diploma or GED; Class A license with trailer and air brake endorsements; Must pass commercial driver's physical and participate in random drug screening tests per state and federal regulations and company policies; safe food handling certification (employer paid training).
-

PHYSICAL DEMANDS:

- Ability to frequently lift up to 50 lbs.
- Ability to push and pull pallets weighing up to 2000# with a manual pallet jack.

WORKING CONDITIONS:

- May be exposed to varied seasonal outdoor temperatures
- Travel: Within the Twin Cities area, Greater Minnesota and Wisconsin with occasional overnights.

RESULTS

- Deliver agency orders safely and on time
- Maintains food and employee safety
- Distributes 95+M lbs. of product annually
- Maintains positive employee relations with internal and external customers