



DRIVER/WAREHOUSE ASSISTANT

Description—Responsible for deliveries and pick ups of Connecticut Food Bank food. Reports to the Transportation/Facilities Manager.

Duties include but are not limited to the following:

1. Loads and unloads Connecticut Food Bank 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 Connecticut Food Bank truck.
 - Check fluids daily, performs safety checks to detect potential problems.
 - Coordinates scheduled preventative maintenance with Transportation/Facilities 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/Facilities Manager or Operations Director.
 - Assists with warehouse maintenance.
 - Assists with sorting of salvage.
5. Maintains regular telephone contact with Connecticut Food Bank 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/Facilities Manager.

Job Specifications/Requirements

- Class A 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.

No phone calls. Please send your letter of intent and/or resume via e-mail to wcamp@ctfoodbank.org or via fax (203) 466-5226.

Affirmative Action Equal Opportunity Employer

June 2010

Connecticut Food Bank

P.O. Box 8686
New Haven, CT 06531

t/203.469.5000
f/203.469.4871

www.ctfoodbank.org

Fairfield Warehouse

t/203.256.1935
f/203.256.1648

Waterbury Warehouse

t/203.759.1919
f/203.759.1921