

Second Harvest Food Bank of Metrolina, the region's largest hunger fighting agency, annually distributing over 60 million pounds of food and household items in a 24 county region, is looking for dedicated and compassionate individuals to fill the following position in our Charlotte warehouse:

CDL Class B Driver:

Job Responsibilities:

- Ensures proper pick-up and receipt or delivery of product,
- Loads truck with orders, pallets and other materials as needed for the assigned route,
- Adheres to special pick-up requirements established by specific donors. Adheres to requirements established for partner agency deliveries,
- Ensures accurate product inventory by counting cases, pallets, etc. and verifying the count with donor at time of pick-up or with recipient agency at time of delivery,
- Prepares initial donor receipt at time of pick-up or have delivery receipt properly signed at time of delivery,
- Assists with unloading of rural delivery product at agency drop off within Second Harvest Food Bank's guidelines,
- Ensures return of pallets, containers, etc. in a timely manner,
- Assists with unloading of donated product at food bank, including recounting items and the weighing-in process and place in proper storage area of the warehouse,
- Develops and maintains good relations with store and partner agency personnel,
- Ensures product is maintained at proper temperatures during transport,
- Maintains food bank vehicles in good running condition,
- Conducts daily inspection of vehicles for proper fuel and fluid levels and makes routine safety checks,
- Conducts weekly inspection in accordance with prescribed vehicle maintenance schedule,
- Performs routine cleaning of vehicles, both inside and out, in accordance with the maintenance schedule,
- Maintains accurate trip mileage logs and service logs for all vehicles,
- Operates vehicles in a safe and responsible manner at all times,
- Assists with maintaining an effective food bank operation,
- Assists with warehousing and product handling procedures as necessary,
- Assists with pick-ups and deliveries of items other than donated products as necessary,
- Reports promptly any problems with vehicles, equipment, donors and vendors, products and supervised personnel to the Transportation Manager,
- Assists with special projects as directed by the COO and /or Transportation Manager,
- Conducts him/herself at all times in a manner that is safe and courteous and upholds the professional operating standards of the food bank,
- Other duties as assigned.

Minimum Requirements: High School diploma or GED; valid NC or SC CDL-B license, clean driving record for past 3 years; demonstrated ability to work with people from diverse backgrounds; forklift certified; good documentation skills; dependability; organized; accident-free; ability to pass background check and drug testing.

Desirable Skills: Initiative; handles pressure well; ServSafe certification; Food industry experience is a major plus.

Perks of the job:

- **Day-time hours**
- **Weekend work is typically one Saturday morning per month.**
- **We pay 85% of employee premiums for employee coverage of Medical. We pay 100% of employee coverage for Dental, STD, LTD & Life (Dependent coverage for Medical and Dental offered at a cost)**
- **Paid time off (PTO) plus vacation time after 90 days**
- **10 paid holidays annually - Paid holidays are offered immediately!**
- **AND MORE...**