

JOB DESCRIPTION

JOB TITLE:	DRIVER/DISTRIBUTION CENTER ASSOCIATE – CDL CLASS A
STATUS:	Non-Exempt full-time or part-time position covered by the Fair Labor Standards Act (FLSA)
LOCATION:	Sioux Falls
DEPARTMENT:	Operations
REPORTS TO:	Distribution Center Coordinator
DIRECT REPORT(S):	Volunteers

JOB SUMMARY

The Driver/Distribution Center Associate-CDL Class A position provides CDL semi-truck driving duties across the state of South Dakota, along with straight-truck driving deliveries in and around Sioux Falls and eastern South Dakota. This position also includes general warehouse duties such as forklift and reach truck operation.

JOB RESPONSIBILITIES

- Collects, transports, loads and unloads inventory.
- Performs preventative maintenance and operational checks on vehicles and equipment and maintains all required daily logs.
- Maintains a safe driving record in compliance with the organization's insurance requirements.
- Assists the Distribution Center Manager in warehouse organization, inventory control, quality assurance and food and non-food rotation standards.
- Accepts and receipts product donations.
- Ensures the proper storage, rotation and maintenance of frozen, refrigerated and perishable foods and all product storage and holding areas.
- Guides agencies through the process of receiving products from the food bank as appropriate.
- Supervises volunteer staff and creates work projects, as appropriate.
- Assists with the day-to-day cleaning, maintenance and operational schedules of the warehouse, in addition to proper operation and temperature control of freezers/coolers.
- Ensures compliance with all Feeding America warehouse compliance requirements.
- Assists, as directed, with major food drives or volunteer activities.
- Other duties as assigned.

PHYSICAL REQUIREMENTS: Heavy Work: Heavy work involves lifting approximately 100 pounds at a time with frequent lifting or carrying of objects weighing 50 pounds. If someone can do heavy work, it is also determined that they can also do sedentary, light, and medium work.

- QUALIFICATIONS:**
- CDL, Class A required.
 - Two years of relevant experience in CDL, Class A and straight-truck driving is required.
 - Clean and safe driving record is required.
 - Inventory/warehouse experience is preferred, along with demonstrated experience providing excellent customer service.

PERFORMANCE REVIEW

JOB TITLE: DRIVER/DISTRIBUTION CENTER ASSOCIATE – CDL CLASS A **EMPLOYEE NAME:** _____

REVIEW DATE: _____ **REVIEWER:** _____

PERFORMANCE EVALUATION RATING SCALE: (enter the abbreviations listed below as appropriate for each item)

EE: Exceeds Expectations **ME:** Meets Expectations **NI:** Needs Improvement

JOB RESPONSIBILITIES

- _____ Maintains all required driving logs.
- _____ Maintains a safe driving record and ensures all CDL Class A license requirements are met.
- _____ Collects, transports, loads and unloads inventory.
- _____ Performs preventative maintenance and operational checks of Feeding South Dakota vehicles and equipment.
- _____ Assists the Distribution Center Manager in warehouse organization, inventory control, quality assurance and food and non-food rotation standards.
- _____ Accepts and receipts product donations.
- _____ Ensures the proper storage, rotation and maintenance of frozen, refrigerated and perishable foods and all product storage and holding areas.
- _____ Guides agencies through the process of receiving products from the food bank, as appropriate.
- _____ Supervises volunteer staff and creates work projects, as appropriate.
- _____ Assists with the day-to-day cleaning, maintenance and operational schedules of the warehouse, in addition to proper operation and temperature control of freezers/coolers.
- _____ Ensures compliance with all Feeding America warehouse compliance requirements.
- _____ Assists, as directed, with major food drives or volunteer activities.

JOB PERFORMANCE

- _____ **Attendance**—punctuality, and effective use of time.
- _____ **Teamwork**—shares ideas and requests assistance when necessary.
- _____ **Relationships**—positive client/agency, donor, and vendor relations.
- _____ **Work Quality**—accuracy, thoroughness, dependability of results.
- _____ **Adaptability/Resourcefulness**—ability to be self-directed and resourceful.
- _____ Assumes extra work on own initiative and adapts quickly to new responsibilities.
- _____ **Dependability**—carries out instructions and fulfills job responsibilities accurately and efficiently.

COMMENTS: _____

EMPLOYEE SIGNATURE: _____

REVIEWER SIGNATURE: _____

MANAGER SIGNATURE: _____