

# JOB DESCRIPTION

## Warehouse Associate / CDL Driver

Job Title: *Warehouse Associate / CDL Driver*  
Reports to: *Warehouse & Distribution Manager*

Department: *Warehouse*  
Classification: *Full Time, Hourly, Non-exempt*



### JOB SUMMARY

The Warehouse Associate/Driver position is part of the Operations team that participates in the storage, movement and distribution of products.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

- Participate in the receiving and storage of product in the warehouse.
- Load and unload all types of transportation (semis, trucks, vans, cars etc.)
- Be the back-up driver for all semi-run routes, able to run rural delivery routes as needed.
- Make pick-ups and deliveries in a timely manner as assigned, following all traffic laws and driving in a courteous manner.
- Complete all paperwork accurately and submit as necessary.
- Ensure the safe and efficient operation of all warehouse equipment such as forklifts, pallet jacks, racks, etc. in a manner that avoids injury to self, others and does not damage product, equipment or facilities.
- Strictly adhere to all Food Bank policies and safety procedures.
- Be willing to take on warehouse duties as needed including pulling orders for agencies and programs, driving trucks for receiving or delivery runs, and the loading and stowing of trucks.
- Perform other duties as assigned.
  - Work with the Volunteer Coordinator to provide opportunities for donors to experience working hands-on to help them engage more deeply with the Food Bank's mission.
  - Make public appearances and accept speaking engagements to share information and opportunities about the Kansas Food Bank and connect with the community in collaboration with the President/CEO.
- Manage Donation technology
  - Collaborate with IT, Finance and staff that process donations, to accurately manage donor information and provide relevant giving data. Experience with MatchMaker software is a plus.
  - Oversee the preparation of regular reports on donors and giving, using data to inform fundraising strategies.
  - Work with IT and Finance to utilize online and web-based giving options.
- Marketing and Communication
  - Work with the Marketing Communications specialist in producing communication materials for online, web-based, and social media solicitation.
  - Participate in the editing and approval of direct-mail campaigns and newsletters.
- Other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must have a valid CDL Class A license and the ability to effectively and efficiently operate a tractor/trailer and box trucks.
- Must have a clean driving record and knowledge of Kansas driving rules and regulations.
- Ability to pass drug tests and DOT physical.
- Sound physical health, able to lift and grip objects weighing up to 80 lbs.
- Ability to work evenings, overtime, and weekends if needed.
- Excellent customer service, communication, and verbal skills.
- Ability to work in various temperature zones from -10 to 95+ degrees Fahrenheit.
- Strong time management skills.
- Ability to read and understand driver's sheets, bills of lading and invoices.
- Ability to safely operate a forklift, ride-on pallet jack and other warehouse equipment.
- Ability to work as a part of a team.
- Ability to Communicate effectively and respectfully with people from different racial, ethnic and cultural groups and from diverse backgrounds and lifestyles; demonstrates knowledge of and sensitivity to their needs.
- Clean and neat appearance.
- Ability to use computers and databases.
- GED or High School Diploma or equivalent preferred.
- Ability to follow all food safety policies required by KFB.

**POSITION TYPE & HOURS OF WORK**

This position requires local travel for deliveries, training and other meetings as needed.

This position description is not designed to be a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The Kansas Foodbank is an Equal Opportunity Employer, and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.