

Position Title: *Driver*

Accountable to: *Transportation Manager*



General Description: This position is responsible to pick up and secure all food and grocery items donations. It is also responsible to distribute food and grocery items to our agencies in the 16 county service areas.

Responsibilities:

- Pick up food from local donors as scheduled.
- Unload donated product to on-site feeding facilities.
- Provide initial donation receipt with proper signatures to donors and recipients.
- Weigh, classify and warehouse all donated product according to acceptable warehousing practices.
- Provide backup donation receipt daily to Transportation Coordinator for data entry and provides mileage logs, vehicle inspection logs.
- Clean vehicle as required.
- Insure maintenance of vehicles is accomplished as necessary.
- Keep current driver license, food handler certification, material handling equipment license or certification and any other permit/license required to perform duties.
- Always acts as an ambassador of the San Antonio Food Bank when conducting business with donors, potential donors, partner agencies and donation recipients.
- Accept additional duties as assigned.

Qualifications:

- High School degree or equivalent
- Forklift/pallet jack certified
- Able to lift and or move up to 50 pounds
- Attention to detail, accuracy and the meeting of deadlines
- Current CDL
- Must pass DOT Screening