

## **Food Lifeline Job Description**

TITLE: Driver - Class A  
REPORTS TO: Logistics Manager

### **Position Summary:**

Responsible for daily pick up and delivery of products and equipment for Food Lifeline.

### **Essential Functions:**

1. Pick up and deliver products and equipment on a daily basis as directed by the Transportation Manager
2. Conduct a daily inspection of assigned vehicles as required by law.
3. Notify Transportation Manager of all repairs needed on vehicles.
4. Submit bill of lading or other inventory paperwork for products transported.
5. Coordinate the loading and unloading of assigned vehicles with warehouse personnel.
6. Maintain truck cab and box in a clean and sanitary condition.
7. Complete and submit all required logs and paperwork daily.
8. Perform minor repairs to trucks as assigned.
9. Represent Food Lifeline to donors, vendors and agencies in a positive, professional manner.
10. Submit to and pass random drug testing as required.
11. Other duties as assigned.

### **Qualifications:**

1. High School diploma or equivalent.
2. Prior work experience truck driving.
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4. Valid Class A Washington State Driver's License required.
5. Ability to operate a hand truck, pallet jack, forklift and other mechanized warehouse equipment.

6. Ability to read and comprehend without difficulty; competence in basic mathematics; good writing and speaking ability.
7. Knowledge of proper storage and handling procedures for food products.
8. Ability to operate and maneuver a light duty truck.
9. Good physical condition and able to lift at least 50 pounds.
10. Sensitive to the needs of the poor and minorities.
11. Some evening and weekend time may be required.

### **Performance Expectations:**

1. Product is received and stored in compliance with Second Harvest, donor, and Health Department requirements.
2. Work area is kept clean and free from hazards
3. Company equipment is operated in a safe manner; equipment is maintained according to equipment schedules.
4. Works cooperatively and constructively with volunteers, and other co-workers.
5. Contributes to the successful operation of the warehouse.

***This job description replaces all previous job descriptions for this position. Food Lifeline is an equal opportunity employer.***

Jam/4.15.05