

CDL B Driver/Warehouse Team Member

Classification: Full-time, Non-exempt
Department: Operations
Reports to: Warehouse Supervisor
Compensation: Starting pay is \$20.00/hour with an opportunity to earn up to \$23/hour after 6 months.

Tri-State Food Bank offers a superior benefits package which includes health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, 13 paid holidays, and PTO. Tri-State Food Bank pays 90% of employee's individual health insurance premium. There is a 90-day waiting period for medical, dental, vision, life insurance and holiday pay; and a 180-day waiting period for IRA contribution and PTO.

SUMMARY

The primary focus of this job is to ensure proper pick up and distribution of food bank products and USDA Foods on daily runs to counties served by Tri-State Food Bank (TSFB) in a 3-state area. This job also includes a variety of warehouse assignments and local deliveries/pickups.

DUTIES AND RESPONSIBILITIES

- Load and unload box trucks with liftgates utilizing electric pallet jacks.
- Pick-up and deliver product to agencies and through mobile food distributions.
- Perform truck inspections to ensure DOT requirements are fulfilled and report issues.
- Fill member agency orders correctly and stack pallets properly for delivery.
- Sort food and become proficient in quality assurance salvage guidelines.
- Keep warehouses, grounds and vehicles clean and neat per Master Cleaning Schedule.
- Operate forklifts, electric pallet jacks, hand jacks, and other warehouse equipment.
- Assist Warehouse Supervisor in organization of warehouses.
- Assist in unloading delivery trucks, utilizing proper receiving procedures.
- Assist in opening and closing warehouses.
- Train newly hired drivers.
- Assist in supervision of volunteers.
- Other relevant duties as assigned.

SKILLS AND EDUCATIONAL REQUIREMENTS

- High school diploma or GED.
- Must have valid Class B CDL license.
- Skilled at loading/unloading box trucks with liftgates utilizing electric pallet jacks.
- Be able to lift 40 to 50 pounds.
- Be of good character, good work ethic, and a self-starter.
- Ability to receive and execute directions from the management staff.
- Ability to work well with staff and a variety of volunteers.
- Must be bondable as well as insurable by Tri-State Food Bank's insurance company.
- Must receive forklift certification within 3 months from date of employment.
- Must be willing to undergo drug screening.

To apply: Complete TSFB employment application (available for download at www.tristatefoodbank.org) and submit to Keith Lehman, Warehouse Supervisor, 2504 Lynch Road, Evansville, IN 47711.