



Job Announcement for Driver

Job Overview

Anne Arundel County-based nonprofit focused on increasing access to free, nutritious food to under-resourced residents seeks an experienced box truck driver. The Driver is responsible for the safe and efficient pick-up and delivery of donations while representing the organization in a professional manner, completing required paperwork for all donated items, assisting with unloading these items, and ensuring product placement according to organizational, state, and federal food safety regulations. The Driver is also responsible for maintaining and the regular cleaning of the organization's vehicles.

Primary/Essential Duties and Responsibilities

- Collect donated food and non-food items daily from designated stores and community partners, following organizational, state, and federal food safety regulations to transport the donated food items received.
- Inspect donated products at Feeding America and other designated retail sites and ensure proper loading of the vehicle to ensure appropriate weight distribution/capacity, securing of load, and maintaining USDA temperature control protocols of all received perishable food products.
- Establish and maintain good working relationships with Feeding America and other designated retail site managers.
- Unload donated products, including weighing, completing the necessary paperwork, marking items accordingly, and positioning products in the warehouse as designated by the Warehouse and Inventory Manager.
- Complete accurate pre-and post-trip inspection records, temperature logs, scale tickets each day, and daily retail service logs (when required).
- Deliver orders to network pantry partners as required, ensuring food safety protocol is followed.
- Fuel vehicles as needed at organization-approved locations. Collect and report required information on fueling to the Human Resources (HR) and Logistics Manager.

Education and Experience

- High school diploma or general education degree (GED) required.
- At least two years of experience driving various-sized box trucks is required.

Required Skills and Capabilities:

- Organization, high attention to detail, and dedication to quality service.
- Clear and articulate communication in both oral and written forms.
- Multi-tasking and prioritization of tasks with minimal guidance.
- Excellent interpersonal skills, which include establishing and maintaining professional and positive work relationships with staff, volunteers, and visitors.
- Effective at working with and supporting team members to reach common goals and objectives.
- Flexibility and the ability to think on your feet in a rapidly changing environment.
- Strong planning, implementation, and time management skills.

- Socially and self-aware, and with a sense of humor.

Employment Type, Compensation, Benefits, Work Hours

- Non-Exempt; Full-Time, On-Site
- Salary Range \$18.00 - \$22.00 per hour starting pay, commensurate with experience.
- Medical, Dental, and Vision Insurance benefits are available.
- 12 Paid Holidays (plus a week off between Christmas and New Year's)
- Paid Time Off (accrual of 80 hours for the first year of employment)
- Paid Personal Days (24 hours annually)
- Retirement benefits with employer match up to 3%
- Long Term Disability, Short Term Disability, and Life Insurance
- 8:00 a.m. – 4:00 p.m. Monday – Friday

Physical Demands and Work Requirements

- Able to climb in and out of the truck multiple times per day.
- Able to walk up and down stairs as necessary to receive or deliver items.
- Lift, carry, and move materials weighing 25 – 80 lbs. with or without reasonable accommodation.
- Walking, standing, climbing, squatting, bending, lifting, and kneeling are all required physical aspects of the job.
- Periodically work in temperatures as low as -20 degrees in cold storage sites for short, safe periods of time.
- Must follow Federal Motor Carrier safety regulations while operating AACFB vehicles.
- Must have reliable transportation and be punctual, dependable, and reliable.
- A valid driver's license, valid DOT physical card, and a clean driving record.
- Minimum visual acuity of 20/50 (or corrected to 20/50).
- Follow all applicable driving regulations as required by the State of Maryland and the Federal Motor Carrier Safety Administration.

Application Instructions

If you are interested in being considered for this meaningful employment opportunity, please submit your resume to Marta Jones at marta@aafoodbank.org by 4:00 p.m. on 9/29/23. Subject Line: YOUR NAME, Driver Position. No phone calls or recruitment agency inquiries, please. If you need an employment application, please use the above email and subject line heading and request an application be emailed to you.

About Us

Anne Arundel County Food Bank (AACFB) was founded in 1986 to distribute food to community partners throughout Anne Arundel County. To this day, AACFB continues its commitment to providing free food and other critical services to under-resourced residents, working alongside county and state governments to address food insecurity throughout the county. The AACFB network of partners includes over 75 community-based food pantries.

Equal Opportunity Employer

The Anne Arundel County Food Bank is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants must be United States citizens or eligible to work in the United States.