

**JOB IDENTIFICATION**

**Title:** Driver  
**Reports To:** Director of Food Rescue  
**Prepared By:** Nora Spitznogle

**Payroll Type:** Non-Exempt  
**Work Status:** Part Time  
**Prepared Date:** 3/4/2021

**JOB SUMMARY**

Transfer excess prepared and perishable food from donor food service operators to Second Helpings, Inc. for redistribution to nonprofit social service agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Pick-up food from donor sites. Unload, log, and store rescued food immediately upon return to Second Helpings.

On-site quality control and inspection of food upon pick-up and delivery.

Delivery of food to partner agencies.

Follow all kitchen and food handling procedures; maintain ServSafe certification.

Maintenance of positive relationships with food donors, volunteers, and co-workers.

Accurate preparation of food rescue and delivery records.

At the discretion of the Director of Food Rescue, may be assigned to supervise Food Rescue operations. Added responsibilities for a Shift Supervisor include directing other staff activities and all volunteer activities. When designated the Shift Supervisor, a shift premium will be paid.

Assist with routine inspections and maintenance of vehicle, transfer equipment, docks, and recycling receptacles.

Train and supervise volunteer staff.

Provide assistance in other areas requested and when time permits, (including some kitchen maintenance).

**CORE COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following Second Helpings core competencies:

**Customer Service:** Responds promptly to customer needs and resolves conflict appropriately; solicits customer feedback to improve service; treats others with respect; responds to requests for service and assistance; meets commitments; communicates effectively.

**Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes constructive feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone’s efforts to succeed by assisting colleagues willingly and by meeting commitments; able to build morale and group commitments to reach goals and objectives.

**Reliability:** Keeps absenteeism and tardiness to a minimum; ensures work responsibilities are covered when absent; manages time effectively so as to meet schedule.

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Acknowledged by:

Employee Initials: \_\_\_\_\_ Review Date: \_\_\_\_\_  
Supervisor Initials: \_\_\_\_\_ Review Date: \_\_\_\_\_

**JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must be at least 25 years old. Must be a high school graduate or equivalent. Must have a valid Indiana Operators driver’s license as well as a documented safe motor vehicle report.

Must be able to successfully complete ServSafe certified food handler program. Prior food handling experience a plus.

**KNOWLEDGE, SKILLS, ABILITIES**

Ability to read maps and fair knowledge of Indianapolis-area streets. Ability to work well with minimal supervision. Ability to work well with people of all backgrounds, cultural groups and economic levels. Ability to communicate well verbally and keep neat, accurate written records. Must have an outgoing, positive demeanor and good organizational skills.

Highly dependable and responsible; demonstrate excellent judgment; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 80 pounds. The employee is required to move at a brisk pace most of the time. The employee should possess stamina for physical work. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate to loud.

**SIGNATURE SECTION**

**Executive Director:** \_\_\_\_\_

**Approved Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Received Date:** \_\_\_\_\_

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Acknowledged by:

Employee Initials: \_\_\_\_\_ Review Date: \_\_\_\_\_

Supervisor Initials: \_\_\_\_\_ Review Date: \_\_\_\_\_