

Second Helpings, Inc.

Job Description

Title:	Driver	Payroll Type:	Non-Exempt
Reports To:	Director of Food Rescue	Work Status:	Full Time
Salary:	\$18.00 per hour	Closing Date:	Open until filled

JOB SUMMARY

Transfer excess prepared and perishable food from donor food service operators to Second Helpings, Inc. and redistribute as directed to nonprofit social service agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Pick up food from donor sites. Unload, log, and store rescued food immediately upon return to Second Helpings.
- Perform on-site quality control and inspection of food upon pick-up and delivery.
- Deliver food to partner agencies.
- Follow all kitchen and food handling procedures; maintain ServSafe certification.
- Maintain positive relationships with food donors, volunteers, and co-workers.
- Accurately prepare food rescue and delivery records.
- Assist with routine inspections and maintenance of vehicle, transfer equipment, docks, and recycling receptacles.
- Provide assistance in other areas requested and when time permits, (including some kitchen maintenance and/or training of volunteer staff).

CORE COMPETENCIES:

- Customer Service
- Teamwork
- Reliability

EDUCATION and/or EXPERIENCE:

Must be a high school graduate or equivalent. Must have a valid Indiana Operators driver's license, successfully pass a safe motor vehicle report and meet commercial insurance age requirements.

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

KNOWLEDGE, SKILLS, ABILITIES:

Ability to use GPS applications and 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, good organizational skills, dependable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear, and smell; vision abilities including close, distant, and peripheral, depth perception
 - Frequently climb or balance and stoop, kneel, crouch, or crawl; sit.
 - Regularly lift and/or move up to 80 pounds
 - Move at a brisk pace and possess stamina for physical work
 - May be exposed to wet and/or humid conditions or extreme weather conditions; moving mechanical parts; fumes or airborne particles
 - Exposure to moderate to loud noise level
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