



## **JOB DESCRIPTION: Cargo Van Driver/Warehouse Technician**

**Position Description:** This is a temporary part-time position (possible permanent) up to 40 hours within the 2 week scheduled pay period; not to exceed more than 25 hours in one week. The Cargo Van Driver/Warehouse Technician operates a cargo van to collect, distribute and load/unload food across Montgomery County. They will also load/unload move-in items to families that are housed through our Housing Resource Center. Additional duties will be supporting the warehouse and food pantry onsite. Must be flexible with hours.

**Qualifications:** Must have high school diploma or equivalent; valid PA driver's license with no major driving violations for the last five years; 3 years licensed driving an oversized vehicle is must; able to work independently in the field and communicate with supervisor; must have access to smart phone with capability to use apps including GPS and email. Proven ability to work cooperatively with staff, volunteers and clients of all ages, ethnic backgrounds and socioeconomic levels. Child Abuse Clearance, Criminal Background check and FBI Fingerprints are required.

**Physical Qualifications:** Must be able to lift and load up to 60LBS throughout the day, with a likely daily lifting weight of 3,000 pounds or more; stand for long periods of time and stoop. Additionally, must be able to tolerate various temperatures/climates of working conditions and be able to withstand work in refrigerator/freezer for periods of time stocking shelves. Free of any mental or physical injury, disease or condition that may impair ability to safely operate a vehicle or carry out the lifting demands of the job

### **Specific duties include the following:**

- Function as ambassador exercising excellent customer service and people skills
- Operate cargo van for the following:
  - Pick up/load and deliver/unload food orders to individual residencies, residential buildings and other organizations in compliance with established schedules
  - Pick up/load and unload food donations from all organizations
  - Pick up/load and unload move-in items to residents for our Housing Resource Center
- Communicate regularly with supervisor to report on activity in the field that impacts operations
- Must be flexibility with hours to coordinate driving
- Maintain general maintenance of van, take for service, inspections and gas
- Track mileage and time when driving
- Support and assist in daily operations of warehouse, RDO Distributions and pantry; organizing and moving pallets in warehouse, stocking shelves in pantry, packing food orders
- Provide recommendations and devise strategies for areas of improvement with Outreach Center Director, staff and volunteers
- Maintain confidentiality of all information related to clients
- Interact with staff, volunteers and clients in a courteous, respectful manner
- Assist in any other area of the client programs in the absence of other staff or volunteers instructed by the Outreach Center Director.

- Communicate concerns or issues in a timely fashion to the Outreach Center Director

This position reports directly to the Outreach Center Director.