



Job Description

Job Title: Food System Support Driver

Supervisor: Food System Support Program Manager

Department: Food Access and Education

Union Affiliation: OPEIU
(Associated dues will apply)

Status: Non-Exempt

FTE: 1.0 FTE

SALARY GRADE: 204

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: The Food System Support Driver is responsible for picking up food and non-food items from food distribution warehouses such as Northwest Harvest and Food Lifeline and making deliveries to various Seattle food banks in accordance with program policies and procedures and a predetermined delivery schedule. Deliveries may need to be made during inclement weather. The driver is responsible for communicating schedule changes and delays to program and foodbank staff. The Food System Support Driver is part of the Food System Support Team and is required to participate in all agency training, and staff meetings as schedule allows. If schedule does not allow for attendance the employee is responsible for obtaining any information missing through watching recordings and/or checking in with supervisor.

Essential Responsibilities, Duties and Tasks:

- 70% Deliver food and non-food items to Seattle food banks **five** days a week, including loading and unloading the truck. Count, verify, and ensure all items on pallets match pick list and work with distributor to ensure accuracy of order, noting any discrepancies and communicating those to the food bank receiving the order. Document any instances when pallets are stacked incorrectly and spilled; communicate this with Program staff or supervisor. Issue order forms to food banks for verification and signature. Pick up pallets, bread trays, milk cartons, wooden bins, etc. from food banks and return them to proper warehouse as required; Provides input to Food System Support staff in developing and revising regular and holiday schedules for food pick-ups and deliveries. Follow set delivery schedule and communicate immediately with supervisor if deviation from schedule becomes necessary. Make decisions regarding additional delivery or pick up needs as needed.
- 10% Perform daily a daily vehicle and equipment inspection prior to use and conduct a Post-Trip Inspection at the end of each shift. Identify Pre & post trip entire truck discrepancies such as low tire pressure, leaks on ground under truck and perform Air Brake test before departing the SGT yard. Ensure the electric pallet jack is functional and fully charged. Lowe/raise rail gate for route. Check gauges on dashboard for accuracy such as Air brake pressure, low oil pressure or coolant levels are in operational range. Visually check for low tire pressure on all tires. Check lights such as turn signals, brakes, parking and hazard lighting for blown bulbs. Check for worn wiper blades. Daily task before departing on route and checked throughout the day during the route for abnormal readings. Communicate any issues with vehicle or equipment to program manager, keep vehicle clean, drop off and pick up for any maintenance needed. Keep Food System Support staff informed of problems and concerns related to scheduling, mechanical problems, and any program needs including new or replacement equipment such as pallet jacks, hand trucks, etc.
- 10% Develop and maintain positive working relationships with food bank and warehouse staff and volunteers, and work with staff to maximize efficiency and ensure the highest safety standards. Contact and troubleshoot with food programs if and when mechanical or other problems occur which delay deliveries. Develop or recommend new or revised approaches, methods, or practices to complete assigned responsibilities, which may be implemented after being approved by your supervisor.
- 5% Complete reports and activity logs as required.
- 5% Participate in program, department and agency Anti-Racism Initiative and various meetings and trainings as required. Responsible for staying informed of agency initiatives.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

Requires the following:

- a) Minimum two years of truck driving delivery experience.
- b) Two years of truck driving experience.
- c) A high school diploma or GED equivalent.
- d) Valid Washington State driver's license and a clean driving record for the past five years: no serious moving violations, no at-fault accidents, no DWI's.
- e) Class B license and the driver training courses needed to pass the CDL B testing.
Testing and driving on the course for training to get ready for the Class B test is only acquired by experience driving and learning the logistics of how the truck handles and what to do in various circumstances (e.g. inclement weather, snow, rain or strong winds); and understanding how to load truck with heavy pallets in front of truck to distribute weight evenly for balanced ride. If not loaded properly and weight is unevenly distributed, truck could roll over in high winds or sharp turns.

Minimum Qualifications:

- Must be at least 21 years of age.
- Strong map-reading skills and knowledge of Seattle area traffic routes and patterns.
- Ability to pass pre-employment substance abuse test and abide with company Substance Abuse Policy, including random drug testing.
- Ability to physically perform position duties (see physical demands).
- Ability to operate a manual and/or electric pallet jack.
- Ability to inspect the vehicle and equipment and determine if it meets daily safety requirements.
- Requires flexibility in determining best route given weather and traffic conditions.
- Must have at least 2 years' experience driving a diesel truck with **32,000**-pound cargo capacity; including ability to determine safety considerations based on cargo weight as it changes throughout the delivery day.
- Ability to work individually in a self-directed manner and be part of a team.
- Excellent organizational abilities, initiative, and attention to detail; effective time management skills, ability to multi-task.
- Effective communication skills, both oral and written.
- Excellent customer service skills, including demonstrated ability to maintain effective relationships with staff, clients, co-workers and public.
- Ability to make decisions and maintain patience under stressful conditions.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Willingness to drive a truck with air brakes and operating lift gate

- Patience with frequent stopping and starting in traffic
- Experience with MS office.

DESIRED QUALIFICATION:

- CDL- commercial driver's license

Physical Demands/Working Conditions: This position works 10% in the office, and 90% of the time in the field. In the field, employees spend 60% of the time driving a truck and 40% of the time loading and unloading the truck. Position requires employee to lift/carry up to 25-50 pounds seldom, and push/pull 50-75 pounds frequently. May have to push or pull a pallet that weighs up to 2,000 pounds using an electric pallet jack or manual pallet jack if needed. Work involves road and vehicle noise, frequent stopping and starting in traffic, frequent vibration from truck movement and moderate exposure to atmospheric conditions (fumes, odors, dusts, gases, poor ventilation, etc.). Position requires sitting and driving frequently. Position requires frequent movement like climbing, like ascending or descending ladders, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Requires physical balance such as maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. Frequent standing is required for sustained periods of time as well as repetitive motions such as Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Walking and stairs required.

Hours & Compensation: Full-time, 40/week union position starting pay is \$24.16 per hour plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase. The amount may be determined by an employee's union membership.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.