VAN DRIVER/WAREHOUSE ASSOCIATE

JOB OVERVIEW
Assist the Food Operations Manager and Food Distribution Supervisor in fulfilling distribution and delivery goals, principally preparing goods for delivery, picking, loading and driving.

REPORTING RELATIONSHIPS
Reports to: Food Distribution Supervisor

ESSENTIAL FUNCTIONS
- Follow the standards of performance established by Food Operations Manager and the Food Distribution Supervisor for receiving and handling of delivery orders, picking, and shipping product
- Work directly with the Food Distribution Supervisor regarding schedule and routes for product pick-ups and deliveries
- Pick, prepare, and load product for distribution
- Assist with all aspects of warehouse stocking, maintenance, and cleaning as directed
- Maintain all delivery records, health and safety standards for vehicles
- Deliver products to agencies in coordination with agency personnel and as directed by Food Operations Manager
- Provide general assistance in the warehouse
- Provide excellent customer service in interactions with agencies
- All other duties as assigned by supervisor

JOB SPECIFICATIONS/ REQUIREMENTS
- Current drivers license, good driving record
- Medium-heavy physical demands: standing and walking, pushing/pulling, sweeping, twisting, handling, and ability to lift up to 80 pounds, (medical exam required)
- 6 months minimum experience in forklift operation and other materials-handling equipment
- Ability to pass pre-employment drug test
- Knowledge of Western Massachusetts geography
- Strong customer service and interpersonal communication skills
- Good attendance
- Expected to drive in a variety of weather conditions

JOB PREFERENCES
- Bilingual in Spanish
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