

HUNGER TASK FORCE, INC.

POSITION DESCRIPTION

Position Title: ROUTE REPRESENTATIVE CLASS “A”

Reports to: Manager of Warehouse Operations

FLSA Status: Non-Exempt

General Function: The Distribution Specialist delivers food orders to food pantries, soup kitchens and homeless shelters. Loads and unloads food and picks food and pallets orders. Drives straight trucks and a semi-tractor/trailer. Inspects sites for safe food storage and inventory management. Works in cooperation with volunteers. Serves as a liaison between the food bank and distribution sites. Documents services provided in writing. Adheres to all safety protocols.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provide excellent quality client and internal/external customer service.
- Represent the agency in a positive manner.
- Load, transport, and deliver food to sites per established routes and schedules. Modify route schedules as needed to accommodate holidays and unplanned closings.
- Monitor and review storage and distribution of TEFAP and CSFP Stockboxes at program sites. Verify amounts received/issued are been properly recorded.
- Perform pre/post trip vehicle inspection Load/unload truck according to manifest as well as properly securing load with straps and load bars
- Operate vehicles safely to and from delivery locations as well as loading and off-loading.
- Knowledge of state and federal DOT regulations
- Ensures that all food is handled and stored safely.
- Inspects sites for compliance with pest control, temperature and cleaning logs and inventory management in accordance with the Standards of Excellence.
- Maintain CSFP client database for HTF-managed sites.
- Certify clients at HTF-managed distribution sites.
- Inventory Management: Must be able to operate scanning/bar codes equipment so that pallets can be properly identified into the perpetual inventory system. Maintain established inventory controls.
- Builds and palletizes food orders as directed by Warehouse Manager.
- Assist in maintaining a clean and orderly warehouse.
- Provide support for community events and food drives, delivering supplies, picking up contributed food.
- Staff food sort events.
- Document services rendered by completing necessary paperwork and maintaining a delivery log.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications 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

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of email and Internet software; Inventory software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

CDL Class A,B&C. Forklift Certification.

Other Skills and Abilities

Previous warehouse experience.

Physical Demands The physical demands 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 use hands to finger, handle, or feel. The employee is frequently required to stand; walk; climb or balance and talk or hear. The employee is occasionally required to sit; reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts; toxic or caustic chemicals; outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.