



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: Route Representative

Department: Operations

Reports To: Operations Manager

FLSA Status: Non-Exempt

General Function: The Route Representative loads, transports, delivers, and unloads food in the form of TEFAP food orders, CSFP Stockboxes and fresh produce to over 160 local and regional distribution sites; inspects sites for safe food storage and inventory management. Works closely with site staff and community volunteers; serves as a liaison to all distribution sites and is an administrative resource at the Hunger Task Force managed locations; creates receipts and maintains delivery documentation; adheres to all TEFAP and CSFP program guidelines. 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.
- 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.
- Load/unload commercial trailers: Unload product. Must be able to properly place pallets to avoid damage.
- Builds and palletizes food orders as directed by Operations 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.
- Work alongside individuals participating in the Hunger Task Force vocational training program.
- Document services rendered by completing necessary paperwork and maintaining a delivery log.
- Operate vehicles and agency equipment safely. Maintain equipment and vehicles.
- Direct supervision and support of volunteer staff at assigned sites.
- Develop and maintain relationships with program volunteers at distribution sites. Explain aspects of TEFAP and CSFP programs to staff and clients.
- Work in collaboration with the Senior Services Director.
- Perform other duties as needed and requested by the Chief Executive Officer, Chief Operating Officer, and Food Bank Director.
- Perform other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops project plans; Coordinates projects; Communicated changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills – Assess own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar;

Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

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

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year 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, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

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

Certificates, Licenses, Registrations

Valid Class B CDL; Forklift Certification.

Other Skills and Abilities

Ability to work well with Senior Citizens. Bilingual (Spanish or Russian) would be preferred.

Other Qualifications

Knowledge of standards of safe food handling, storage & distribution. Knowledge of occupational and safety standards. Knowledge of highways and roads of Milwaukee County.

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 stand; walk and use hands to finger, handle, or feel. The employee is frequently required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly 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, color 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 occasionally exposed to wet and/or humid conditions, moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.

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Salary Range: \$17.98/hr - \$27.02/hr