



<b>Position Title:</b>	<b>Local Truck Driver – Class B</b>	<b>Drafted:</b>	April 2017
<b>Position Type :</b>	Hourly (Monday-Friday with Occasional Saturday)	<b>Review Type:</b>	Non-Exempt
<b>Supervisor’s Title:</b>	Transportation Manager		
<b>Position Description</b>			
<p><b>Position Purpose:</b> To safely and efficiently operate commercial motor vehicle in urban, suburban, and rural areas in the state of Indiana all weather conditions to transport freight. Load, unload, and move materials at customer location and provide services as needed. This position assists with the handling, processing, and distribution of donated food products to charitable feeding programs across Indiana. Provides superior customer service internally and externally. Through this work he/she fulfills the mission of Gleaners Food Bank of Indiana, Inc.</p>			
<p><b>Position Essential Functions and Responsibilities:</b>  <i>To be successful in this role, an individual must be able to perform in a satisfactory manner the functions/responsibilities listed below. Nothing in this description restricts the right of management to assign or reassign duties and responsibilities to this job at any time, without notice; however, Gleaners will make reasonable accommodations to enable individuals with disabilities to perform these functions. This job description is not an employment agreement or contract.</i></p>			
<p><b>Essential Functions:</b></p> <ul style="list-style-type: none"> <li>● Deliver food donations to charitable feeding programs <ul style="list-style-type: none"> <li>○ Load orders on trucks for delivery when necessary (must be able to operate forklift and pallet jacks).</li> <li>○ Make direct deliveries of product to distribution sites and agencies as scheduled.</li> <li>○ Get signatures on all invoices.</li> </ul> </li> <li>● Pick up food donations from donor companies <ul style="list-style-type: none"> <li>○ Unload donations brought back and make sure receipts are with product.</li> <li>○ Complete Return Form for all returned product.</li> </ul> </li> <li>● Provide outstanding customer service <ul style="list-style-type: none"> <li>○ As a point of contact for the organization, demonstrate a professional demeanor in all interactions with visitors, volunteers, donors, and agency representatives.</li> <li>○ Interface with all departments.</li> <li>○ Forward issues professionally and promptly to Supervisor when necessary.</li> <li>○ Change tasks and assignments as the requirements of our routes dictate.</li> </ul> </li> <li>● Comply with company policies and federal, state and local regulations, including DOT. <ul style="list-style-type: none"> <li>○ Maintain hours of service log per DOT regulations.</li> <li>○ Inspect truck(s) daily as per DOT. Complete DVIR and report any needed service or repairs.</li> </ul> </li> <li>● Ensure all food safety policies and procedures are followed in daily duties.</li> <li>● Follow company procedures for safely loading and unloading freight.</li> <li>● Operate a commercial straight truck with refrigeration.</li> <li>● Safe operation of equipment and on-time deliveries/pick-ups.</li> <li>● Clean interior of trucks as needed.</li> <li>● Fill out all necessary forms completely and properly.</li> <li>● Reliability &amp; Dependability is especially important for this position.</li> </ul>			
<p><b>Other Functions:</b></p> <ul style="list-style-type: none"> <li>● Perform other duties assigned by dispatch if needed.</li> </ul>			
<p><b>Skills/Qualifications:</b>  <i>The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities an individual needs in order to perform this job successfully.</i></p>			



**Requirements:**

- Class B CDL with current and valid DOT Medical Certificate
- Candidate must have a good driving record
- 2+ years straight truck route delivery experience
- High School Diploma/GED preferred
- Experience with hand held route phone devices is desirable
- Knowledge of DOT, state, and local trucking regulations is required.

**Mathematical Skills:**

- Ability to perform basic math functions, count accurately and maintain accurate records

**Language Skills:**

- Excellent interpersonal, verbal communication skills
- Ability to read, write and understand instructions
- Ability to communicate professionally and respectfully with all staff members, agencies, volunteers, and donors

**Physical Demands:**

*The physical demands described here are representative of those that an individual must meet in order to successfully perform the essential functions of this job. Gleaners will make reasonable accommodations to enable individuals with disabilities to perform these functions.*

- Ability to sit; stand; walk; twist; bend; use hands to grasp, handle, or feel; reach with hands and arms.
- Ability to speak and hear clearly.
- Ability to lift and/or and move 50 lbs. regularly.
- Ability to push/pull 2,000lbs. of product using manual pallet jack.
- Ability to drive, including traveling locally 90% of time.
- Ability to operate machine, mechanical, and electrical equipment.
- 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. Gleaners will make reasonable accommodations to enable individuals with disabilities to perform these functions.*

- This position is in and out of straight trucks, indoors and outdoors (all weather conditions), warehouse, garage and office.
- Hot/Cold Environment
- Moving vehicles and equipment in use
- Works independently and with others.
- Verbal and face-to-face contact with others.
- The noise level in the work environment is usually moderate.
- Working environments may consist of dust/dirt/fumes.

**Interested Candidates should submit a driver application to:**

[jobs@gleaners.org](mailto:jobs@gleaners.org) , fax to 317-927-3189, or apply in person at 3737 Waldemere Ave, Indianapolis, IN 46241