

815 S. Freedom Blvd.

Suite 100

Provo, UT 84601

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CommunityActionProvo.org

Job Announcement

**TITLE:** Food Bank Warehouse Worker /Truck Driver

**SALARY:** $11.00 / Hour--- Part Time – 25 hours per week

**DUTIES AND RESPONSIBILITIES: (Works under first line supervisors)**

* Adheres to all CASFB policies and procedures.
* Drives trucks in support of food pickup, deliveries, food drives and other food bank operational needs.
* Complies with all safety rules and procedures. Works in a safe manner and obeys all traffic laws. Assures that work areas are organized, clean, safe, and clutter free. Promotes team safety.
* Keeps truck equipment clean and properly serviced. Reports issues in a timely manner.
* Maintains all necessary records including donation and disbursement receipts, mileage logs, timesheets, discard, etc.
* Supports successful food drives and pick ups as directed including occasional Saturday work.
* Represents the Food Bank in a courteous and professional manner with store personnel, school officials, volunteers, donors, clients, staff, and administrators
* Works closely with other team members to maintain a smooth and efficient operating program.
* Prepares food orders for clients who qualify for food assistance
* Sorts donations, makes food boxes, cleans fresh produce, prepares senior sacks, and USDA sacks.
* Performs basic computer operations.
* Assists with tracking food carts to prevent loss.
* Attends staff and training meetings as directed.
* Performs sidewalk and snow removal, trash removal, yard work, and parking lot clean up as needed.
* Accept extra assignments as needed or requested.
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**FACTORS:**

* Able to lift up to 100 lbs. – 40 to 60 lbs. on a regular basis.
* Must be honest, fair, and straightforward in handling and disbursing donations.
* Excellent oral and written English communication skills.
* Excellent customer service skills.
* Ability to problem solve
* Ability to work under demanding and stressful situations
* Ability to work in high volume periods of activity on any given day or time of the year.
* Able to work as a team player.
* Willing to follow directions
* Must be dependable, motivated, and a self starter, flexible and able to work some evenings and weekends.
* Have a valid Utah driver’s license, a clean driving record, and reliable transportation.
* Able to become forklift and food handlers certified.
* Ability to speak Spanish helpful.

**The Community Action application has to be completed and submitted along with your resume.** The application can be downloaded at our website: [www.CommunityActionUC.org](http://www.CommunityActionUC.org). We are located at 815 S. Freedom Blvd., Suite 100, Provo UT. 84601, 801-373-8200. **Community Action Services and Food Bank is an Equal Opportunity Employer**

Community Action Food Bank ● Home Buyer & Mortgage Counseling Services ● Support Services Family Development

● Community Action Youth Program ● Elderly Services



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