

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 safely 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 promptly.
- 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, make 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. 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**