Job Announcement
Open until filled
20 hours/week

**TITLE:** Food Bank Truck Driver -  
**SALARY:** $13.00 to $13.50/hour  Hour---Part Time (M-F)

Community Action Services and Food Bank is looking for a self motivated individual who wants to make a difference in life. This is a part-time driver position to run a weekly route picking up donations from food drives and donations from grocery stores. This is a fulfilling job. The position does not require a CDL but does require a DOT medical card. If you feel you are the right candidate please apply as outlined below.

**DUTIES AND RESPONSIBILITIES:**
- Strictly adheres to all CASFB policies and procedures.
- Greet donors and volunteers at warehouse entrance. Assist as needed.
- Drive trucks in support of food pickup, deliveries, food drives and other food bank operational needs.
- Obey all traffic laws and be a safe courteous driver.
- Maintains a clean, properly serviced and safe truck.
- Performs basic computer operations.
- Assures that work areas are organized, clean, safe, and clutter free.
- Documents donation and disbursements accurately.
- Presents a positive image to donors, volunteers, clients, and staff.
- Works closely with other team members to maintain a smooth and efficient operating program.
- Submits all documentation in a timely manner (time sheets, discard logs, mileage, etc.)
- Performs sidewalk and snow removal, trash removal, yard work, and parking lot clean up as needed.
- Performs work to support successful food drives as directed
- Accept extra assignments as needed or requested.
- Maintain a cheerful and courteous service relationship with store personnel, school officials, volunteers, donors, clients, staff, and administrators.

**FACTORS:**
- Able to lift up to 80 lbs. 40-60 on a regular basis.
- Must be honest, fair, and straightforward in handling and disbursing donations.
- 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 occasional evenings and weekends.
- Have a valid Utah driver’s license, a clean driving record, and reliable transportation and DOT medical card.
- Able to become forklift certified.
- Ability to speak Spanish helpful.

**The Community Action application has to be completed and submitted in person with your resume first review February 10, 2020. The position is open until filled.** 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