

# Lutheran Social Services

## Position Description



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Division/Department: Nourishment Network

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Job Title: Nourishment Network Driver

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Reports to (Title): Nourishment Network Manager

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Job Code:

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FLSA Status: Non-Exempt

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Manager (with direct reports)?

Yes

No X

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Location: Jacksonville

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### SUMMARY

This position is responsible for handling of products in and out of the Nourishment Network (NN) safely and efficiently; including loading and unloading trucks and vehicles. Must assist in maintaining NN interior and exterior in safe, sanitary and secure condition. Will be required to safely transport food products as directed.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with incoming purchased or donated products as assigned; includes unloading, weighing and storing products
- Make local and in-state pickups from donors
- Transport product to multiple agencies, for all LSS Programs
- Promptly and safely unload and load trucks on location and on-site deliveries
- Operate vehicles/machinery as necessary to complete delivery mission
- Perform all maintenance checks required for each vehicle and report conditions to NN Manager
- Ensure general maintenance is performed to box trucks, tractor trailer and associated equipment and ensure that maintenance logs are prepared and completed accurately
- Follow up on repair request to ensure completion of repairs; verify all required items
- Work to prepare food and supply packs for various NN Programs
- Provide support in the LSS Food Pantry
- Provide customer service to LSS Clients utilizing NN Services
- Responsible for receipt of donation items
- All other duties and responsibilities as assigned by NN Manager

### WORK EXPERIENCE & JOB RELATED SKILLS (Required/Preferred)

#### Required

- Must be organized and detail-oriented
- Language Skills: Ability to read and interpret documents. Ability to communicate effectively with clients and staff. Ability to write reports, correspondence and grants.
- Mathematical Skills: Ability to calculate figures and amounts for applicable reports. Simple math, calculations are required such as adding, subtracting, multiplying and dividing. Ability to compute rate and percent. Ability to apply mathematical skills to budget development and projections
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables with a minimum of direction. Ability to interpret a variety of instructions furnished in written or oral form.

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**Work Experience Cont.**

Preferred

- 2-3 years related experience
- Ability to operate company vehicle and maintain a clean driving record.
- Ability to operate large machinery as needed and lift up to 40-50 lbs comfortably
- Ability to operate a pallet jack

**EDUCATION, CERTIFICATION, LICENSURE (Required/Preferred)**

Required:

- High School or GED
- Ability to operate a pallet jack

Preferred

- Valid driver's license and up to date insurance

**REQUIRED JOB COMPETENCIES (Behaviors For Effective Job Performance)**

- Adaptability/Flexibility
- Analytical Skills
- Coordination/Collaboration
- Dealing with Ambiguity
- Leadership
- Quality Process Management
- Interpersonal Savvy
- Planning & Organization

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity: (if more than 2+ hours per day)	<input checked="" type="checkbox"/> standing <input checked="" type="checkbox"/> sitting <input checked="" type="checkbox"/> mobility <input checked="" type="checkbox"/> climbing <input checked="" type="checkbox"/> balancing <input type="checkbox"/> writing <input checked="" type="checkbox"/> crawling <input checked="" type="checkbox"/> squatting <input checked="" type="checkbox"/> bending <input checked="" type="checkbox"/> filing <input checked="" type="checkbox"/> twisting
Lifting to include:	<input type="checkbox"/> up to 10lbs. <input type="checkbox"/> 11-25 lbs. <input checked="" type="checkbox"/> 26-60 lbs. <input type="checkbox"/> 61-75 lbs. <input type="checkbox"/> Over 75 <input checked="" type="checkbox"/> pushing <input checked="" type="checkbox"/> pulling <input checked="" type="checkbox"/> carrying
Environmental Conditions:	<input checked="" type="checkbox"/> cold <input checked="" type="checkbox"/> heat <input checked="" type="checkbox"/> wet and/or humid <input type="checkbox"/> noisy <input checked="" type="checkbox"/> vibration <input type="checkbox"/> fumes <input checked="" type="checkbox"/> dust <input type="checkbox"/> odors <input type="checkbox"/> mists
Sensory:	<input checked="" type="checkbox"/> hearing to converse <input checked="" type="checkbox"/> hearing to use telephone <input checked="" type="checkbox"/> talking <input checked="" type="checkbox"/> tasting/smelling <input checked="" type="checkbox"/> reading distance 1-5ft. <input checked="" type="checkbox"/> reading distance 10-30ft.
Driving:	<input type="checkbox"/> incidental driver <input checked="" type="checkbox"/> regular driver
Keying:	<input type="checkbox"/> Occasionally (2-3 hours weekly) <input type="checkbox"/> Frequently (2-3 hours daily) <input type="checkbox"/> Continuously (4+ hours day)
Safety:	lists specifics: Back brace

*The statements included in this Job Description are intended to describe the general nature and level of the work being performed by the person assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.*

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lutheran Social Services is an Equal Opportunity Employer**