Elder Share Driver/Warehouse Associate

Department: Operations
Reports To: Elder Share Manager
Status: Non-Exempt, Hourly, FT/Flex
Start Range: $19.00 to $21.00 per hour

Job Summary

The Elder Share Driver/Warehouse Associate is responsible for the delivery and distribution of food to our Elder Share participants (people 60 years and older) throughout Boulder and Broomfield County. This position will work in both warehouse and outdoor settings. The ESD is primarily responsible for the delivery of premade boxes of produce and nonperishable food items to homebound participants’ place of residence. The ESD ensures all ES participants receive steady, constant, and excellent customer service and must be receptive to constructive feedback when needed. This position will be 100% warehouse/outdoor focused and will involve bending, lifting, moving pallets, operating electric jacks, and driving company vehicles. Candidates must possess a Colorado Driver’s License and pass motor vehicle records check upon being hired. When working in the warehouse, one must assist with all duties required to maintain the warehouse including but not limited to; loading/unloading of trucks, palletizing product, order creation/building, general cleaning tasks, and inventory control.

The ESD must have open availability from 7 AM to 430 PM during the work week to perform the duties of this position and be able to attend all necessary meetings and events. Occasional weekend work and work outside of normal business hours may be required from time to time.

Essential Responsibilities

Elder Share Operations Support (70%)

- Responsible for safe food handling and maintaining food safety standards while transporting food to distribution sites/participants place of residence. Ensures volunteers understand food safety protocols.
- Assists in accurate record keeping of delivery notes/logs.
- Assists in maintaining accurate data collection such as number of miles driven per day, pounds of food distributed, and number of people delivered to.
- Supports and assists Elder Share coordinator and/or Elder Share manager with building weekly orders for distribution.
- Responsible for greeting, welcoming, training and supporting offsite program volunteers at each distribution site.
- Fields any questions or comments from participants or future participants in a professional and respectful manner.
- Executes efficient and immediate communication when problems arise while out on the delivery route to the Elder Share Manager.
- Will help facilitate and/or lead distribution sites for the Mobile Pantry department as necessary (training provided).
- Will run/ assist with retail rescue routes as needed (training provided).

Warehouse Operations (30%)

- Maintains clean dock and loading area, assisting in all warehouse cleaning initiatives.
Completes paperwork related to pre-trip inspections, inbound inspections, product inspections, and cleaning logs in accordance with AIB and Feeding America Audit standards.

Operates warehouse equipment including forklifts, manual pallet jacks, scissor lifts, and electric pallet jacks.

Assists with any shipping and receiving tasks as directed.

Assists with food drive and food rescue pick-ups and drop offs as directed.

Assists with local farms and garden deliveries and pick-ups as directed.

Stocks, sorts, organizes, and weighs food.

Records and pulls client agency orders.

Accurately records daily pickups into an Excel spreadsheet in a timely manner when applicable.

Assists clients and volunteers in the warehouse when needed.

Ensures that perishable food/produce is handled properly and punctually, as directed.

May perform routine building maintenance tasks.

Assists with event set up and tear down as requested.

Culture

Promotes collaboration and communication among all Community Food Share staff to ensure successful program implementation and ongoing program support. Prioritizes customer service.

Considers the benefits and consequences to their peer team before acting, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization.

Ensures own work is accurate and timely and operates with a culture of accountability while maintaining customer service to donors, participants, volunteers, and other stakeholders — external and internal — as a priority.

Travel

Travel around Boulder and Broomfield Counties is required. (Company vehicle will be provided). Occasional travel to surrounding counties (Denver, Jeffco or Weld) may also be required.

May travel to CFS sponsored events and/or food drives.

Driving Community Food Share vehicles and trucks and operating electric jacks is required in this role.

The above is a fair representation of the duties and responsibilities for this position but is not meant to be all inclusive. Other duties may from time to time be assigned at the discretion of the Elder Share Manager.

Qualifications & Skills

Alignment with Community Food Share’s mission and a compassionate appreciation for hunger issues are essential to the successful performance of all responsibilities. The requirements listed below are representative of the knowledge, skills, and/or abilities required to successfully perform the essential functions of this job:

Education and Experience

Significant experience may be a substitute for education. Graduation from high school or GED strongly preferred.

One (1) to Three (3) years’ experience and/or training in a warehouse or delivery/driving role.

Experience with customer service strongly preferred.

Spanish preferred but not required.

Must possess a valid Colorado Driver’s License and maintain an acceptable MVR.

Skills and Abilities

Highly defined organizational and time management skills.
Ability to evaluate and improve processes.
Ability to comprehend written and verbal instructions as well as communicate comprehensively both in writing and through speaking. Good interpersonal communication.
Ability to drive trucks and vans. As well as operate electric jacks and forklifts (training provided).

Knowledge

- Successfully completes (within 90 days of hire) and maintains ServSafe Food Handler Certification.
- Fluent in English. Must be able to read, write, and speak fluently. Fluency in Spanish; reading, writing, translating, and speaking, highly preferred.
- Understanding of inventory management basics.
- Excellent verbal and written communication skills.
- Knowledge of the Boulder and Broomfield communities.

Behaviors

- Well organized, accurate, and detail oriented.
- Personable, compassionate, and people oriented.
- Courteous, respectful treatment of diverse people.
- Honesty and integrity.
- Relates to and can influence diverse people, including understanding diverse needs.
- Gives and receives feedback and constructive criticism in a respectful manner.
- Problem-solver, takes initiative, and focuses on solutions.
- Self-motivated, self-sufficient, and able to perform duties with minimal and reasonable supervision.

Physical Demands

This position spends 100% of their time in a warehouse or driving setting. Time in the warehouse/offsite programs is physically demanding. While performing the duties of this job, the employee is regularly required to sit and/or stand for long periods. The employee is frequently required to reach with hands and arms. Employee will be required to bend, kneel, crouch, crawl, push, pull, stoop, climb stairs and ladders, balance, walk for extended periods of time; use hands to finger, grasp, handle, or feel; reach with hands and arms above the shoulder; be able to talk and hear with or without aid. The employee may occasionally lift, leverage, and/or move up to 50 pounds repetitively. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color vision, distance vision and ability to adjust focus. This position requires driving vans, larger box trucks, and operating electric equipment such as pallet jackets and forklifts.

The physical demands described here are representative of those to be met by an employee to successfully perform the essential functions of this job.

Typical Schedule

This position is required to be onsite to perform the essential functions of the job. A typical weekly schedule would be from Monday through Friday 7 Am to 4:30 PM. Occasional weekends and evenings may be necessary.

Remote Work Eligibility: This position is classified as being ineligible for remote work as the essential duties of this position must be performed within the warehouse facility. (TEAM APPLE)

Vaccination: Community Food Share does not require proof of vaccination status. However, this position works directly with the public in the performance of core duties. Employees serving in public facing positions may be required to wear a mask and practice social distancing at certain mobile, donor, or agency facilities regardless of vaccination status. Further, vaccination status may be required by donor businesses, agencies, or other facilities. While this is not a requirement of Community Food Share, it may be a requirement of the donor business, agency, or facility where we perform our work. Those unable to comply with outside requirements are required to speak directly with their supervisor or HR for assistance in this matter.
Work Environment

Community Food Share operates in a working warehouse environment. While performing the duties of this job, the employee may be exposed to wet and/or humid conditions and moving equipment. The employee may be exposed to high, precarious places; outside weather conditions; and extreme cold in the walk-ins. The noise level in the work environment is usually moderate but may be loud with machinery and equipment in operation.

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodation may be made to enable qualified individuals to perform the essential functions of this position.

Pay for this position starts between $19.00 and $21.00 per hour.

Community Food Share offers a rich suite of benefits for its full-time employees, including,

- 20 paid vacation days per year with annual rollover
- 10 paid Holidays
- 10 paid sick days per year
- 1 personal day per year
- 95% company paid health insurance
- 100% company paid dental insurance
- 100% company paid life and short-term disability insurance
- Voluntary vision insurance
- Matched SIMPLE IRA vested at 100% from day 1

Did we mention we have a great culture?

To apply for this position, please submit a current resume and cover letter detailing your qualifications and interest in this position to careers@communityfoodshare.org.