

# **Lancaster County Food Hub**

## **Open Position**

**Position Title: Food Recovery Program Coordinator and Driver**

**Reports To: Food Hub Manager**

**Status: Non-exempt Part Time**

### **Overall Responsibility:**

This position coordinates LC Food Hub needs for in-store food recovery pickups, donation pickups, Community Action Program pickups, senior delivery programs, distribution program and general warehouse operating procedures.

### **General Duties:**

#### **Food Recovery Donations:**

- Perform daily in store donation pickups according to ServSafe food handling guidelines, and Feeding America In Store donation standards
- Take care of unloading In Store Donations. Remove donations from plastic pickup bins and from carts each day.
- Maintain In Store Donation booklet with donation sheets.
- Unload donations from trucks with forklift.

#### **Operations:**

- Assist with Food Distribution Program.
- Maintain mileage sheets in vehicles.
- Fuel up vehicles as necessary.
- Charge Stand Up Lift and Toyota pallet jack when needed.
- Participate in keeping warehouse clean and orderly.
- Clean food recovery carts, coolers as needed.
- Other duties as assigned by Food Hub Manager or Executive Director

### **EDUCATION, KNOWLEDGE AND COMPETENCIES:**

#### **Requirements and Core Competencies:**

- High school diploma or equivalent
- Valid Pennsylvania driver's license; CDL a plus
- Serv Safe certification required (can be obtained after employment)

#### **Core Competencies:**

- Comfort and ability to drive a small or large cargo van on the highway or in the city safely.
- Strong interpersonal and communication skills including the ability to interact well with individuals of diverse socioeconomic and cultural backgrounds.
- Clean and responsible driving record
- Ability to multi-task and maintain organization in a changing, at times hectic, environment.
- Capacity for handling delicate or difficult interpersonal situations effectively and tactfully.
- Capacity for working effectively with all people, including those experiencing mental illness.
- Willingness to proactively seek supervisory input, resources and information needed to accomplish job.
- Experience working with non-profits and volunteers is a plus

**SUPERVISORY:** None

**MENTAL AND PHYSICAL DEMANDS, including ENVIRONMENTAL FACTORS:**

- Works primarily in transportation and warehouse settings; exposure to machinery/vehicles, noise.
- Position involves significant physical exertion on a regular basis, including heavy lifting and carrying (40lbs or more).
- Standing, driving, and walking for most of shift.