

# The Sharing Center

## Position Description

**Title of Position:** Sharing Center Food Pantry Driver

**Department:** Client Services Programs

**Reports to:** Food Pantry Manager

**Summary:** Responsible for food donation pickups.

**Responsibilities include:**

- Make donation pickups as scheduled.
- Move heavy items safely and properly. Ensure any ride-a-long volunteers or staff lift and move properly.
- Coordinate the maintenance of the truck with the Director of Operations.
- Daily inspect vehicle and advise supervisor of needed repairs.
- Clean and maintain the cab.
- Be courteous and professional to the donors.
- Maintain accurate daily records of temperatures and pounds picked up from donors
- Assist in Food Pantry with placing food items on shelves or in the refrigerator/freezer
- Assist in keeping the Food Pantry in orderly condition
- Other duties as assigned

**Time Requirements:** 40 hour weekly schedule 8:30 AM to 5:00 PM

**Qualifications include:**

- Heart for the ministry.
- Self-motivated and able to work independently.
- Able to represent The Sharing Center in a manner befitting the organization and values.
- Must have a valid FL Driver's license and clean driving record.
- Knowledge and ability to move heavy items safely.
- Arriving at pickups on time. Communicating with donors if running late or early.
- Team Player

**Physical Demands:**

Specific physical characteristics and abilities are required to perform duties such as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and heavy furniture.

- Stand/walk for long periods of time without a break.
- Stoop, kneel, crouch, and crawl
- Lift, pull, push, carry up to hundred (100) pounds with assistance