



## JOB DESCRIPTION

### FOOD RUNNER

<b>Department/Division: Operations</b>	<b>Date: 2/11/2024</b>
<b>Reports to: Food Run Manager</b>	<b>Starting wage: \$18.50/hour</b>

#### I. JOB SUMMARY

Reporting to the Food Run Manager, the Food Runner drives a truck to pick up and deliver food and other items, participates in significant customer service interactions with donors and volunteers, has loading and unloading duties, and is responsible for various warehouse tasks and documentation. The Food Runner represents Food Gatherers to all stakeholders in accordance with the established guidelines and values.

#### II. ESSENTIAL FUNCTIONS

- Delivers food safely from supply location to end user.
- Ensures that food is maintained in proper condition and at proper temperatures.
- Uses safe work practices during the receiving and delivery processes.
- Segregates and disposes of non-conforming food.
- Supports the warehouse functions such as product prep and staging, as well as various paperwork.
- Records required data such as temperatures, poundage, vehicle inspection data, cleaning/maintenance, accurately and in a timely fashion.
- Responsible for safe operation as well as loading and unloading of company vehicles.
- Communicates with the Food Run Manager regarding daily activities and suggestions for process improvements.
- Provides training to volunteers and co-workers as required.
- Inspects company vehicles before and after usage and documents the findings as directed and required by all applicable laws, statutes, and regulations.
- Provides excellent customer service to donors and agency representatives.
- Follows established warehouse and documentation procedures for product receipt, handling and rotation.
- Checks email daily and responds in a timely fashion.
- Complies with the organization's policies and procedures, safety requirements, quality standards, and applicable local, State, and Federal laws, traffic regulations, and industry guidelines.
- Performs other related duties and responsibilities as needed and assigned.

#### III. SUPERVISORY RESPONSIBILITIES

- No Supervisory Responsibilities

#### **IV. QUALIFICATIONS**

- **Education / Training**
  - High School Diploma or GED
- **Experience**
  - Some warehouse **or** delivery experience preferred but not required
- **Licenses / Certifications**
  - Valid Chauffeur's license required by the Michigan Department of Transportation (can be obtained after receiving a job offer);
  - ServSafe Food Safety Handler Certification (to be obtained on the job);
  - Warehouse Equipment Certification (to be obtained on the job)
- **Competencies (Knowledge, Skills, Abilities, Behaviors)**
  - Commitment to the organization's mission
  - Ability to read, write, and speak English
  - Uses good judgment and discretion
  - Possesses strong ethical character
  - Works cooperatively and effectively with other FG staff and volunteers in a collaborative environment
  - Manages multiple priorities under aggressive deadlines, and manages time efficiently
  - Maintains safety as a priority at all times
  - Provides excellent customer service to volunteers, agency representatives, and members of the public
  - Gives and receives feedback in a respectful and productive way
  - Represents Food Gatherers in a professional manner under a variety of conditions.
  - Monitors communication (email, voicemail) during assigned hours and responds within an appropriate timeframe (high priority within 24 hours)
  - Excellent driving record
  - Excellent verbal communication and customer service
  - Data entry
  - Knowledge of traffic regulations
  - Knowledge of Microsoft Word

#### **V. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- **Mental Demands / Judgment Required**
  - Standard practices are applied in following established procedures and making some decisions.
- **Physical Demands**
  - Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb, identify colors, hear with aid, see, write, count, read, speak, repetitively lift and carry up to 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment, use fingers and hands to manipulate objects

- **Working Conditions**
  - Includes driving a truck in local area traffic and working in warehouse environments. May include working inside/outside working around machines with moving parts and moving objects, radiant and/or electrical energy.
- **Equipment (Machines, tools, devices used in performing only the essential functions)**
  - Straight trucks
  - Warehouse – pallet jacks, forklifts, cardboard baler, pallet wrapper, powered dock plates, floor cleaner, hand trucks, carts
  - Office - MS Word, MS Excel, Google Apps, Primarius, copiers, printers, personal computers

*The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.*

*Food Gatherers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Food Gatherers complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*