

# Loaves and Fishes for St. Louis Inc.

## Job Description



### Job Title:

Warehouse Driver

### Job Summary:

The Warehouse Driver will collect donated items and distribute them to the appropriate location.

### Duties and Responsibilities:

- Ensure proper scheduling and pick up of all donated items.
- Maintains maintenance and mileage logs.
- Maintains the cleanliness of the interior and exterior of the vehicles
- Ensures vehicles are prepared for weekly pick-ups (fuel)
- Assisting with unloading and shelving food as needed
- Work with the Food Pantry Manager to organize a pickup plan that includes driving to and picking up food at multiple locations every morning
- Lift boxes and load and unload from the vehicle.
- Safely operate a motor vehicle, following both traffic laws and Loaves and Fishes's policies

### Teamwork and Collaboration:

- Work with the Food Pantry Manager to ensure residents are receiving food services.
- Assist with distribution to clients in our off-site shelter services.
- Role models effective team behaviors
- Participates in team meetings.
- Demonstrates effective communication skills in building relationships with all employees, clients, and donors.
- Communicate with stores and vendors to confirm the pick up of food and supplies
- Works with the warehouse team to ensure proper storing and distribution of donated items.

### Education Qualifications:

- Proven experience as a driver, preferably with large vehicles
- A valid driver's license.
- CDL license preferred.
- Clean driving record
- Proven experience as a driver, preferably with large vehicles
- 21 years or older
- Ability to safely operate a cargo van and box truck
- Easily read and follow route maps
- Must be able to carry 50 lbs, bend, and stack goods
- A polite and professional disposition
- Ability to pass a background check

### LF Values and Culture:

- Treats all clients, visitors, and employees with caring, kindness, respect, and dignity.
- Adheres to LF policies, procedures, code of conduct, and attendance rules.
- Maintains strict confidentiality of all information.

**Employment Information:**

Full time (40 hours a week) Monday – Friday 8:30am until 5pm.

Benefits include – supplementary insurance, 401 (k), accrued vacation and sick time, 11 paid holidays.

**To Apply:**

Please submit cover letter and resume to Thomas Crees, Program Director at [tcrees@loavesandfishes-stl.org](mailto:tcrees@loavesandfishes-stl.org)

No phone calls please.