



www.capitalareafoodbank.org

JOB DESCRIPTION

POSITION: Warehouse Worker / Driver
DEPARTMENT: Food For Kids
CLASSIFICATION: Non-Exempt
REPORTS TO: Director of Food For Kids

Organization Information:

The mission of the Capital Area Food Bank is to feed those who suffer from hunger in the Washington, D.C. Metropolitan Area by acquiring food and distributing it through our network of member agencies; and to educate, empower and enlighten the community about the issues of hunger and nutrition.

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Food For Kids' Programs

Kids Cafe® (KC): Kids Cafe provides nutritious snacks and meals to children aged 5-18, of whom 50% or more qualify for free or reduced-price lunch, at existing Washington, D.C. Metropolitan Area after-school programs in safe, accessible community locations. The Food Bank also offers Kids Cafe sites support by providing opportunities for nutrition education and community enrichment.

Weekend Bag Program (WB): The Weekend Bag Program distributes weekend food bags mostly at Kids Cafe sites, ensuring that children who rely on free and reduced school breakfasts and lunches have food to eat on the weekend. Each week more than 1,000 child-friendly food bags are packed by groups of volunteers and delivered by Food Bank trucks for distribution on Fridays.

Primary Purpose and Description of Job

The Food For Kids (FFK) Warehouse Worker/Driver is the warehouse lead for the Kids Cafe and Weekend Bag programs. The FFK Warehouse Worker/Driver is responsible for the set up, packing and delivery of Kids Cafe and Weekend Bag food in DC and MD. In addition, s/he is the lead for packing delivery orders and maintaining Kids Cafe and Weekend Bag areas of the warehouse.

Principal Duties and Responsibilities

- Supports and promotes the mission of the Capital Area Food Bank and the Food for Kids programs;
- Works as the point person for the daily packing and food delivery preparation activities - this includes but is not limited to acquiring product needed for packing, packing food orders, tracking weights, and staging orders;
- Delivers boxes of food and supplies to Kids Cafe and Weekend Bag sites and maintains a professional relationship with site leaders;
- Communicates any issues with the deliveries and information about the sites to the Kids Cafe Coordinators;
- Ensures the cleanliness of the Kids Cafe aisle and Kids Cafe's space in the walk-in refrigerator and freezer; including mopping and waxing the Kids Cafe area weekly;
- Collaborates with Kids Cafe Coordinators to identify and procure nutritious products needed to fill orders, including fresh produce, yogurt, bread, and salvage products;
- Delivers Kids Cafe and Weekend Bag food to the Lorton branch every other Friday;
- Picks up special orders from outside vendors as scheduled;
- Conducts a weekly inventory of the refrigerator and freezer products;
- Maintains and refuels the company truck and reports any problems to Operations;
- Responsible for ensuring sanitation regulations are met with assistance from Kids Cafe Coordinators and in collaboration with warehouse management;
- Assists in identifying ways to improve the processes of packing and distribution;
- Contributes to identifying problems and proposing solutions among the team;

- Maintains a professional and collaborative work style internally with other departments and externally with program partners; Represents the food bank in a professional, supportive and friendly manner;
- Participates as an active member of the Food For Kids team by attending meetings, interacting with team members and establishing daily correspondence with the Director to ensure success of the delivery and packing responsibilities;
- Works with small groups of volunteers as needed;
- Performs other duties as assigned.

Minimum Requirements

- Commitment to the mission of the Capital Area Food Bank;
- Must have a High School Diploma or GED;
- 2-3 years related work experience;
- Demonstrated ability to drive a box truck, a forklift and a pallet jack;
- Physically able to lift boxes and carry equipment and supplies up to 50 lbs.

Knowledge, Skills and Abilities

- Ability to organize work and meet deadlines via efficient time management;
- Comprehension of the English language to include: professional speaking, reading and writing skills;
- Demonstrated leadership and project management skills;
- Ability to keep and maintain accurate records, exhibiting an attention to detail;
- Excellent customer service skills;
- Knowledge of the DC metro area preferred;
- The ability to work efficiently, reliably and independently in a culturally diverse environment.

Working Conditions and Hours

The FFK Warehouse Worker/Driver works a flexible 40-hour work week. Most activities are during the normal working day, but some are held in the evenings or on weekends. Programs are held in low-income communities where children are at risk of hunger. Work will take place in the warehouse and in the community, where temperatures will vary.

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