



## FOOD PANTRY DRIVER JOB DESCRIPTION

**POSITION/TITLE:** Food Pantry Driver

**POSITION TYPE:** Non-exempt/part-time, up to 19 hours a week

**REPORTS TO:** Food Access Administrator

Growing Home is a nonprofit organization based in Westminster, Colorado. We cultivate a thriving, healthy, and equitable North Metro Denver by connecting people to services and programs to drive community action in the areas of food, housing, parenting education, and lifelong stability. We strive to create a welcoming environment for all by cultivating a sense of home with our participants, staff, and community members. As a community-centered organization, we work in partnership with those with lived experience to ensure programs and services are experience-informed and meet the needs of our community. In partnership with the community, we advocate for local and state policies that will create a more thriving, healthy, and equitable Colorado.

**CORE VALUES:** We grow when we...Belong. Learn together. Partner with the community. Celebrate strengths and prioritize well-being. Recognize our work has impact.

### **GENERAL PURPOSE:**

The Food Pantry Driver supports Growing Home's food sourcing by making multiple pick-ups a week and stocking the Food Pantry on Mondays, Tuesdays, and Thursdays. They will be responsible for picking up large and heavy orders of food and supplies, bringing them to the Food Pantry, and unloading and stocking them. The Food Pantry driver must have experience driving a large vehicle, a clean driving record, a valid Colorado driver's license, and the ability to lift and carry up to 75 lbs. This position needs to be flexible, with work hours primarily on Mondays, Tuesdays, and Thursdays to support stocking days, with additional hours to support the Food Pantry and complete administrative tasks. This position is part-time, up to 19 hours a week.

### **RESPONSIBILITIES:**

- Drive a box truck and pick up food and supplies from vendors and partners; transport items to the Growing Home Food Pantry
- Unload the box truck, track inventory, and put away the food and supplies
- Work with the Food Access Administrator to organize a pick-up plan that includes driving to and picking up food at multiple locations several times a week
- Coordinate a food pick-up schedule, working with the Volunteer and Engagement Coordinator and volunteers as needed
- Implement best practices around food safety and food transport
- Record temperatures of food at pick up and drop off to ensure food safety
- Communicate with stores and vendors to confirm the pick-ups of food and supplies in case of closure or changes in operations
- Utilize safe lifting practices
- Perform simple vehicle maintenance regularly, checking tire pressure, fluids, etc.
- Operate a pallet jack to move pallets of food on and off transportation
- Utilize a lift gate in moving goods off the truck
- Safely operate a motor vehicle; following both traffic laws and Growing Home's policies and procedures
- Keep the box truck clean, sanitized, and organized

- Collaborate with the Food Pantry team to facilitate the stocking of the Food Pantry on Mondays, Tuesdays, and Thursdays
- Communicate with volunteers to ensure work is completed safely and safe lifting practices are being utilized;
- Communicate challenges or issues related to sourcing, stocking, or volunteers with the Food Pantry team

#### Work Environment

- Participate in a participant-centered, trauma-informed framework for ensuring diversity, equity, inclusion, and belonging in its work
- Ensure strict confidentiality is kept with participant, donor, and volunteer information
- Maintain a healthy and safe work environment

#### **JOB QUALIFICATIONS:**

- Proven experience as a driver, preferably with large vehicles
- Clean driving record
- 21 years or older
- Ability to safely operate box truck, pallet jack, and lift gate
- Easily read and follow route maps
- Must be able to lift and carry up to 75 pounds, bend, and stack goods
- Current Colorado driver's license (no CDL required)
- A polite and professional disposition
- Organized, efficient, and able to balance competing priorities
- Demonstrated ability to work as an integral part of a team while operating with a high level of independence, autonomy, and trust

#### **HOURS OF WORK & LOCATION:**

- Hours of Work: This position is part-time, 19 hours a week between 8:00 am-5:00 pm on Mondays, Tuesdays, and Thursdays. The schedule for the position will generally be 5 hours on Mondays, 6 hours on Tuesdays, and 8 hours on Thursdays. Additional time/days may be needed for other pick-ups, meetings, and administrative duties, but these will be communicated in advance.
- Location: Work will primarily be performed in the Growing Home offices, with local travel required for pick-ups.

Growing Home strives to create a diverse, inclusive, and equitable workplace. Growing Home is an Equal Opportunity Employer.