

Job Title: Box Truck Driver/ Food Commodities Associate

Reports To: Nourish Warehouse Manager

The Nourish Box Driver/Food Commodities Associate is responsible for ensuring the all items needed for mobile pantry are properly loaded/ unloaded on the van, provides transportation to the mobile sites and assists in distribution while at mobile site. This is a part-time, non-exempt position.

Responsibilities:

- Properly and safely drive the agency owned box truck.
- Ensure that proper maintenance of the truck is upheld at all times; any maintenance needs and/ or repairs must be reported to the Commodities/ Warehouse Manager immediately.
- Work with food commodities associate and intake/ nutrition associate to set up and pack up the distribution area at mobile sites.
- Ensure that all commodities are properly dated and transported to mobile site locations according to NYC food handling standards.
- Load and unload deliveries at permanent office space to ensure the office food storage room is adequately stocked with commodities.
- Ensure that the distribution space is properly set up before program starts operations, including working with partnership staff to ensure the room is set up for pantry distribution.
- In collaboration with the Commodities/ Warehouse Manager, design a route that is the most effective and efficient.
- When necessary participate in the maintenance of inventory for all food and program related supply and ensure appropriate storage of delivered items.
- Assist with other maintenance and program operations or other duties as assigned by the Commodities/ Warehouse Manager.

Job Requirements:

- High school diploma or the equivalent is required.
- Must have a valid driver's license with an excellent driving record.
- Experience driving a box truck is necessary.
- Able to lift heavy boxes of 50lbs or more a must.
- Certified in Food Safety by the NYC Department of Health and Mental Hygiene preferred.
- Excellent interpersonal skills.
- Must be extremely organized and able to multi-task.
- Weekend work may be necessary.

What We Offer

- Medical, Dental, and Vision benefits.
- 403 B Retirement benefit.
- Paid Holidays, Sick Days, and Vacation.
- Pre-tax Transit benefits.
- No-cost Life Insurance benefits.

NY Common Pantry is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other status protected by law.