



### ***Food Rescue/Food Programs Driver***

New York Common Pantry is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education and hygiene services. We are a dynamic, mission driven organization, experiencing rapid growth and expansion at this time. The New York Common Pantry (NYCP) mission is to reduce hunger and promote dignity, health and self-sufficiency. We are a poverty fighting organization that uses a holistic approach to serve over 60,000 distinct people through over 500,000 visits each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

The Food Rescue/Programs Driver will work at the direction of the Food Programs Director to pick up and drop off food inventory to and from partner locations. On a daily basis this includes conducting pick-ups of large donated food supply from the Hunt Point Market, City Harvest and other donation sources to deliver at pantry locations. Additionally, the driver may be moving product from NYCP Warehouse locations, as well as delivering food to Mobile Pantry sites. This is an exciting opportunity to interface throughout the NYC area. The ideal candidate has excellent customer service skills; is a problem-solver who exercises solid judgment and who is passionate about fighting poverty and food insecurity. This is an hourly, full-time, non-exempt position.

### **Primary Duties and Responsibilities:**

- At the direction of the Director/Manager, the driver will arrange for pick-up and drop-off rental truck to be used for food rescue.
- Conduct daily pick-ups of large donated inventory using a truck to pick up from the Hunt Point Market, City Harvest and other donation sources.
- Receive and carry out ongoing pick-up and drop-off driving assignments through email, cellphone or through electronic donation system.
- Provide proactive communication through calls and emails and give updates about pick-up and drop-off times to donors and partners to ensure pick-ups/drop-offs go smoothly.
- Provide excellent customer service and donor management and engagement to ensure repeated donations.
- Ensure that all food donations are within acceptable conditions and transported according to NYC food handling standards.

- The driver will monitor produce and shelf-stable food inventory on-hand and move out perishable items in a timely manner.
- Ensure that donation forms and systems are properly completed and maintained with accurate weight, date, item description and donor information.
- Regularly log and submit donation information, including entering donation into electronic third-party systems.
- Work with staff and volunteers onsite to unload deliveries.

**Job Requirements:**

- High school diploma or the equivalent is required
- Must have a valid driver's license with an excellent driving record
- Able to lift heavy boxes of 50lbs or more a must
- Experience in food operations including produce preferred
- Driver will know how to operate a motorized pallet Jack
- to drive a box truck up to 26ft - No CDL required
- Excellent interpersonal skills
- Weekend work may be necessary