



## **Senior Nutrition Program – Box Truck Driver/Food Commodities Associate**

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 Nourish Box Truck Driver / Food Commodities Associate is responsible for ensuring the all items needed for the Senior Feeding program are properly loaded/ unloaded on the van, provides transportation to the mobile sites and assists in distribution while at mobile site.

\*We are currently looking for 1 F/T Driver and 2 P/T Drivers.

### **Primary Duties and 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
- Must be extremely organized and able to multi-task
- Excellent interpersonal skills
- Weekend work may be necessary

**Job Type:** Full-time (35 hours per week) and Part-time (up to 30 hours per week)