



JOB DESCRIPTION
Part-Time Driver/Commodities Associate
Location: New York, NY

New York Common Pantry (NYCP) 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.

NYCP is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests 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.

NYCP is seeking a Part-Time Driver/Commodities Associate to join our growing Nourish team. The Driver/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.

The Part-Time Driver/Commodities Associate will report to the Warehouse Manager in the Hunts Point location. The schedule for this position is Monday through Friday, the time varies between 5:30am to 6:30 pm. This is a Part-Time position, up to 30 hours a week, including some Saturdays.

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 the 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.
- Other responsibilities as assigned.

Qualifications:

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

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

To Apply:

Please submit your resume and cover letter to: jobs@nycommonpantry.org

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department
New York Common Pantry
8 East 109th Street
New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

Pay: \$19.00/hour

Benefits:

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays