



Job Description

Job Description Title:	RB - Distribution Driver (CDL-Class B or A)	Primary Supervisor(s):	Director of Rock Branch
Location:	Mountaineer Food Bank Rock Branch (160 Jacobson Drive, Poca, WV 25159)	Travel Required:	Heavy
FLSA Classification:	Non-Exempt – Hourly/Salary	Position Status (FT, PT, etc.):	FT/PT
General Workday/Week:	Varies	Physical Demands:	Moderate/Heavy
Required Education and Experience:	Minimum of Class B or A CDL. 1-2 years of operations/distribution experience preferred. 1-2 years operations and/or warehouse experience in the food industry preferred.	Safety Sensitive:	Yes

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Using hands to finger, handle or feel				X
Reaching with hands and arms			X	
Climbing or balancing			X	
Stooping, kneeling, crouching, or crawling			X	
Talking or hearing			X	
Tasting or smelling		X		
Driving			X	

This position is described as **Moderate/Heavy** performing strenuous daily activities. This position requires driving to designated locations throughout the state and unloading product to agencies or other individuals. It also requires warehouse work where the frequency of weight being lifted is as follows: up to 50 lbs. between 1/3 to 2/3 of the time. This position requires safe and efficient operation of commercial vehicles and other heavy machinery such as electric pallet jacks and forklifts. This position requires the individual to work effectively with team members, volunteers, and agencies to ensure that product is built, delivered, handled, and distributed in a safe and timely manner. The work environment varies between an AC/heated commercial vehicle, a well-lighted warehouse, and the various outdoor conditions. The noise level varies, but it is usually moderate.

Equipment Used: electric pallet jack, manual pallet jack, fork lift, commercial vehicle, refrigerated trailer, lift gate, box cutter, stretch wrap, and other packing material



Our Vision:

We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.

Position Summary:

Mountaineer Food Bank provides food and other household items to our emergency food network in 48 counties including programs such as food pantries, soup kitchens, shelters, backpack programs, senior programs and mobile pantries. With that being said, our distribution driver at the Rock Branch facility ensure that the food and other household items are delivered and distributed to these programs within the Kanawha Valley and surrounding counties in a safe and timely manner. This position will drive to various locations across the state and unload their refrigerated vehicle via a lift gate and pallet jack. In addition, this position will pick up products from various donors or warehouses and deliver them to one of the many Mountaineer Food Bank warehouses or other designated locations. This position will also serve as an aid to all warehouse/volunteer activities including cleaning, receiving, packaging, loading, unloading, and product transfer. Mountaineer Food Bank's drivers aim to keep food and equipment safe as well as keep the work efficient.

Attributes & Values:

This position requires an individual that is passionate, focused and shows creativity around the Food Bank vision, mission, and values.

- **Motivated-** intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- **Humble-** self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- **Wise-** Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.

Mountaineer Food Bank uses the Working Genius model (www.workingenius.com) to assess and identify attributes for each position based off the WIDGET model.

Essential Duties & Responsibilities:

Distribution Management

- Perform mandatory vehicle inspections and pre-trip inspections
- Load/secure trailer appropriately and efficiently for safety of the product and vehicle
- Record required vehicle information during distributions (starting and ending odometer, departure and return time, amount of fuel purchased, etc...)
- Use MFB given directions to arrive at designated location safe and on time
- Unload product to designated programs while cross referencing their invoices to ensure that the programs get all of the product that they were supposed to get
- Maintain all food safety standards

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Pickup Management

- Perform mandatory vehicle inspections and pre-trip inspections
- Load/secure trailer appropriately and efficiently for safety of the product and vehicle
- Record required vehicle information during pickups (starting and ending odometer, departure and return time, amount of fuel purchased, etc...)
- Use MFB given directions to arrive at designated location safe and on time
- Ensure that food is safe and of good quality
- Maintain all food safety standards

Operations Management

- Maintain a daily inventory with less than 2% variance
- Maintain sanitary, safe food handling practices in the warehouse
- Ensure that all food safety standards are met to keep the highest level of integrity for all products
- Maintain physical layout of warehouse that allows an organized and efficient flow of food, while maximizing space
- Unload deliveries and provide an accurate account of all incoming products to the Director of Rock Branch
- Rotate food on a “first in-first out” basis
- Building adjusting and breaking down pallets of product for distribution and storage
- Ensure that short shelf-life food is distributed to agencies in a timely manner
- Stage agency orders according to MFB
- Load delivery/transfer trucks according to MFB

Volunteer Engagement

- Engage volunteers in a positive environment
- Work efficiently with volunteers to complete the intended outcome\

Operations Maintenance

- Maintain cleanliness of the food bank warehouse
- Maintain cleanliness of the food bank equipment/vehicles
- Report all maintenance needs or problems to the Transportation Supervisor or Director of Operations

Other

- Other job duties as assigned.

Experience:

- Minimum of Class B or A CDL. 1-2 years of operations/distribution experience preferred.
- 1-2 years operations and/or warehouse experience in the food industry preferred.



Job Competencies:

- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values.
- Possesses a strong work ethic with orientation toward accountability, accuracy and continuous improvement.
- Extremely detail oriented and thorough
- Ability to work as part of a team and effectively collaborate with others to meet goals
- Ability to effectively develop and maintain good working relationships with internal and external (staff, volunteers, etc.)
- Ability to anticipate and meet deadlines as required
- Ability to meet physical demands (lifting, standing, etc.)
- Proficient with commercial vehicles, refrigerated trailers, and lift gates
- Proficient in use of electric pallet jacks, manual pallet jacks, and forklifts
- Demonstrates motivation and initiative

Physical, Mental, & Environmental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an AC/heated commercial vehicle, a well-lighted warehouse, and the various outdoor conditions.
- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to sit, stand, walk, bend, kneel, and use hands, arms, and legs for prolonged periods of time.
- Required to operate a commercial vehicle and warehouse equipment and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to fifty pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.
- Demonstrate a professional demeanor in interactions with all MFB staff, agencies, donors, government officials and the public.
 - Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
 - Possess knowledge of MFB and all programs.

Mountaineer Food Bank is an equal opportunity employer.

2025/EP/JCM



Rock Branch Distribution Driver

Feed. Engage. Strengthen.

Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience. Our employees and volunteers work together as vital parts of a much larger mission: to feed our hungry neighbors in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry and empower communities to end hunger.

What you'll do

We need a go-getter that can transport our product to various locations within the Kanawha Valley and surrounding counties in a safe and timely manner. This position will also serve as an aid to all warehouse/volunteer activities including cleaning, receiving, packaging, loading, unloading, and product transfer. If you enjoy hands-on physical work, are highly motivated, have a commercial driver license, and enjoy making/maintaining relationships with community members and members of our emergency food network, then this job is right for you.

Here are examples of what you'll be doing everyday:

- Performing mandatory vehicle inspections and pre-trip inspections
- Transporting product in a safe and timely manner
- Building orders to food pantries, including dry, refrigerated and frozen product.
- Doing inventory (we count everyday) it's critical to our success.
- Loading and unloading trailers and other vehicles.
- Working with volunteer groups to package food boxes for our Veterans Table program.
- Using cool equipment such as pallet jacks, forklifts and reach trucks (we do on-site safety training).
- Keep our warehouse, trucks, and trailers spiffy clean-food safety is #1.

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- Do your part to help us run smoothly and pitch in wherever you can to advance our mission

And then there's you....

- Want to be the best. You thrive in a fast-paced environment with tight deadlines, and are always thinking two steps ahead of everyone else.
- Not afraid to work hard. Working at in a food bank is tough work, but every day you are feeding a struggling family in West Virginia.
- Willing to roll with the punches. We schedule as much as we can, but every day brings new challenges.
- Team orientated. The person in this role must be willing to help out their team to get the job finished right.

Of course...

We are an equal opportunity employer and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

This is a full-time position, 38 - 40 hours per week starting at \$16.00/hr. Applicant must be able to work a floating schedule starting at 7:00am, Monday-Saturday. Includes a generous benefit package including 100% employer paid health, vision, dental, and life insurance for the employee. Also includes paid time off, and 401k option. Send resume, references, and cover letter to eric@mountaineerfoodbank.org