

Small Town Project Food Pantry Driver

Position: Food Pantry Driver
Reports to: Pantry Director
Supervises: None
Schedule: PT - Average 20 hours per week
Pay: **\$20 per hour**

Small Town Project is a 501(c)(3) Non-profit food pantry located in Rocky Ford, CO; providing healthy supplemental food to families and individuals in need in a safe, welcoming and inclusive environment.

Programs include:

- Client choice food pantry
- Mobile and Pop-up Pantries with partners as scheduled
- Economic and Community Development (Digital Equity Project, Cinco de Mayo Event, Remote Job Readiness Program)

POSITION DESCRIPTION:

Small Town Project is looking for a responsible, reliable and consistent driver that will pick up food donations and orders to supply the Small Town Project Food Pantry. This position will be essential in supporting Small Town Project's food rescue, making two long-distance food pick ups a week. The Food Pantry Driver will assist in picking up large orders of food and supplies from various vendors and bring them to the food pantry. They will also assist in dropping off food and unloading it into the Food Pantry. They will coordinate and communicate with food rescue volunteers, training them on picking up and transporting food donations and scheduling them as needed to assure Small Town Project receives all the scheduled food donations. Additionally, they will provide food box deliveries to clients around Otero and Crowley county. This person should be comfortable with driving large vehicles including cargo vans and box trucks and have a clean driving record and a current Colorado driver's license. This position will need to be flexible, with work hours primarily between 7:00am – 6:00pm to pick up food from food rescue partners and deliver food boxes throughout the area. They will also support with some occasional afternoon transportation activities. This position is part-time, up to 20 hours a week.

RESPONSIBILITIES:

- Drive vehicle and pick up daily food rescue food and transport it to the Small Town Project food pantry,
- Assisting with unloading and shelving food as needed
- Delivering up to 40 food boxes in a shift. Requires getting in and out of vehicle multiple times.
- Create and coordinate a food pick up schedule working with volunteers as needed.
- Train food rescue volunteers on food safety and picking up and transporting food donations
- Support occasional afternoon food pick up's
- Implement best practices around food safety and transport
- Record temperatures of food at pick up and drop off to ensure food safety
- Communicate with stores and vendors to confirm the pick up of food and supplies boxes and load and unload from vehicle
- Operate a pallet jack to move pallets of food on and off transportation
- Be available to pick up food during the week and on weekends as needed
- Safely operate a motor vehicle; following both traffic laws and Small Town Project's policies

REQUIRED QUALIFICATIONS:

- Proven experience as a driver, preferably with large vehicles
- Clean driving record (seven years)
- 21 years or older
- Ability to safely operate a cargo van and box truck
- Easily read and follow route maps
- Must be able to carry 50 lbs, bend, and stack goods
- Current Colorado driver's license (no CDL required)
- A polite and professional disposition
- Background check required (some convictions may disqualify)
- Complete pre-hire drug screen (non-Marijuana)

SALARY & BENEFITS:

- \$20/hour
- PTO and Sick leave
- Positive, friendly workplace
- Growing organization; ongoing opportunities for professional growth and development

TO APPLY:

Please apply here: <https://bit.ly/stp-delivery-driver>

Small Town Project is an equal employment opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.