Food Bank RGV

JOB DESCRIPTION

JOB TITLE:	CDL Class A Driver / Warehouse Associate	**DATE:**	June 2026
DEPARTMENT:	30 Operations	**WRITTEN BY:**	Cynthia Alcocer-Garcia
CLASSIFICATION:	Non Exempt		
POSITION/HOURS:	Full Time *Some Weekends	**REVIEWED BY:**	CEO

REPORTING RELATIONSHIPS

POSITION REPORTS TO: LOGISTICS MANAGER

POSITIONS SUPERVISED: None

JOB SUMMARY

The major aspect of this position is the effective maintenance of the Food Bank RGV facility, the receipt, storage and distribution of donated and purchased products.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Has primary responsibility for the delivery of agency orders and produce. This includes loading, unloading, driving and cleaning vehicle
- Works cooperatively with Logistics & Receiving Manager
- Operates forklift, trucks and other equipment in a safe manner
- Complies with all health regulations and other laws that govern food handling
- Inspects and evaluates incoming food and stored perishables for spoilage and contamination and arranges for frequent removal of inedible products
- Keeps accurate legible log of the weights and sources of all food donated
- Maintains accurate and complete records on receipt, disbursements, and loss of food
- Performs warehouse and refrigeration/freezer maintenance work as directed, including sweeping, mopping, and disposing of trash
- Maintains temperature logs and follows other procedures as directed by the Logistics & Receiving Manager
- Conducts periodic physical inventories as directed
- Fills agency orders
- Keeps mileage and service log on all vehicles, informs Logistics of needed repairs and sees that needed repairs are done on a timely basis
- Contributes to team effort by accomplishing related results as needed
- Performs additional duties as assigned by the Logistics Manager

QUALIFICATIONS

- Personal experience in community service and an understanding of the role volunteerism
- Knowledge of or experience in the operation of warehouse equipment
- Knowledge of food storage and handling regulations
- Ability to politely be firm and decisive
- Good judgment and discretion
- Ability to manage time efficiently and to work independently with minimum supervision
- Orientation to detail, accuracy and the meeting of deadlines
- Possession of current Texas Class CDL driver's license preferable Class A and a clean driving record for at least three years prior to employment
- Experience and ability for using warehouse machinery and equipment
- Ability to represent the Food Bank RGV in a courteous, professional manner
- Ability to understand and follow instructions without direct supervision
- Ability to work cooperatively with other staff, volunteers, store employees and agency personnel
- Knowledge of correct ways to lift heavy objects safely and physical ability to do so

EDUCATION/CERTIFICATION:

- High School Diploma, or GED (preferred)
- Previous experience as CDL driver and warehousing
- CDL Class A license + Medical Certificate
- ServSafe Safe Food Handler certificate preferred; or ability to obtain

SKILLS/ABILITIES:

- Strong customer service skills and willingness to assist others.
- Able to communicate information clearly.
- Attentive to detail.
- Able to coordinate well with other departments and personnel.
- Ability to operate pallet jack, forklift and other warehouse equipment.

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and fingers.

PHYSICAL STRENGTH: Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently and 5 lbs. constantly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____