



Vision: *We envision a world where every person has plentiful, nutritious food.*
Mission: *To alleviate hunger and cultivate long-term food security in our communities.*

DRIVER AND OPERATIONS ASSISTANT

Job Class: Hourly, non-exempt

Reports Directly To: Operations Director

Summary of position: The Driver and Operations Assistant conducts weekly food pickup routes in the Rio Grande Food Project vehicle and assists the Operations Director with all successful day-to-day food procurement, inventorying, and preparation for food distributions at largest food pantry on Albuquerque's west side. This position supports the training of food operations volunteers/interns, helps to maintain facility/equipment, assists in ensuring safe handling of food supply including sorting, discarding as needed, weighing, storage, stocking, rotating foods, inventory, distribution, and cleaning for maximum food safety.

Essential Functions: *NOTE: RGFP may unilaterally change the requirements of this job description at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These include, but are not limited to, the following:*

- Assist with the distribution of food to community members and all necessary preparation for food distributions
- Guide volunteers in safely offloading delivery trucks, food storage and rotation, pickups, deliveries, restocking, repacking, and food box preparation
- Assist with maintaining food pantry guest database and food inventory database
- Help clean food room, kitchen, hallways, guest intake room, and outdoor food distribution areas on regular basis
- Assist with online food ordering
- Record poundage of food collected and distributed
- Record food purchases
- Help maintain inventory
- Assist Operations Director in monitoring status of facility/equipment and overseeing repairs/updates
- Assist Operations Director in fostering and maintaining strong relationships with food donors, including donor store visits as needed
- Complete weekly food pickup routes in Company vehicle (medium duty box truck, pickup truck, or large van); may require a start as early as 5:30 AM some days

Fulfills additional job duties as assigned.

Required Qualifications (includes education, skills, and experience): *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to drive medium-duty box truck, large van, pickup truck (must have a good driving record and valid driver's license, CDL not required)

- Bilingual in English and Spanish - must be able to speak, read, write, and understand English and Spanish
- At least 1 year of experience related to the essential functions of the position
- Ability to multi-task, work successfully under pressure, and effectively prioritize and manage time and workload
- Ability to juggle multiple projects and meet deadlines
- Skill in anticipating needs and working positively with colleagues to ensure deadlines are met
- Ability to work effectively in a team environment and provide excellent customer service
- Ability to collaborate and communicate effectively with clients, coworkers, and community representatives
- Ability to use office equipment such as computers, phones, photocopiers, filing cabinets, and scan machines
- Strong analytical, organizational, and communication skills (oral and written) required
- Must have sound judgment and discretionary skills and be able to work with little supervision
- Must be able to work with sensitive and confidential material with discretion and confidentiality
- Must have a good driving record, valid driver's license, vehicle insurance, a reliable vehicle, and ability to attend occasional offsite events (mileage reimbursed quarterly if personal vehicle is used)

Preferred Qualifications:

- BIPOC (Black, Indigenous, People of Color) Individuals and/or individuals with lived experience accessing food pantries and other community resources are encouraged to apply

Needed Attributes:

- Positive attitude and passion for helping others
- Cooperative spirit (i.e., willing to pitch in where and when needed to get the job done, fill in gaps, offer insight and feedback to improve systems and programming)
- Demonstrates consistency in values, principles, and work ethic
- Dependable, self-motivated, personal leadership
- Willingness to take on new challenges, responsibilities, and assignments

Position Type and Expected Hours of Work:

- This is a part-time position up to 30 hours per week
- Periodic additional weekend days are required for events and group volunteer events

Working Conditions and Physical Effort: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Will require substantial driving hours for food pickup routes
- Will have some repetitive hand and arm motions and prolonged periods of sitting and standing
- While performing the duties of this job the employee is regularly required to sit, stand, walk, talk, listen, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl
- This position requires frequent manual dexterity in combination with eye/hand coordination such as keyboarding and handling of equipment
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus
- The employee must regularly and repetitively lift and/or move up to 50 pounds
- The noise level in the work environment is usually low to moderate
- May periodically work in outdoor conditions and extreme weather conditions
- Must be able to travel within the ABQ metropolitan and surrounding area

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.

I have read and understand the above job description. I verify that I meet the required qualifications and am able to perform the essential functions and responsibilities of this job description. I understand that regular attendance is required in this job.

I further acknowledge that this document (job description) does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Full Name (printed)

Signature

Date