

JOB IDENTIFICATION

Title: Hub Assistant/Driver
Reports To: Director of Food Rescue
Prepared By: Jon Meinert

Payroll Type: Non-Exempt
Work Status: Full Time
Prepared Date: 8/17/2020

JOB SUMMARY

An opportunity to be an integral part of the Second Helpings team. Assist with the sorting, distribution, safe storage of donated food. Assist with the distribution of meals, bulk food, and other items to partner agencies. Assist with the receipt, logging, and safe storage of food donated to Second Helpings. Assist with the cleanliness of the hub and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain on-site quality control and inspection of food upon pick-up and delivery. Unload, log, and properly store rescued food immediately upon return to Second Helpings.

Assist Hunger Relief and Food Rescue staff in sorting, selection, and storage of donated food along with assigning food to partner agencies. Assists in monitoring inventory of food for the Hunger Relief and Culinary Job-Training Programs.

Assist with delivery and routing of food to partner agencies.

Follow all kitchen and food handling procedures; maintain ServSafe certification. Inspect food items and maintaining quality standards and sanitation regulations

Maintain positive relationships with food donors, partner agencies, volunteers, and co-workers.

Assist with routine inspection and maintenance of vehicles, transfer equipment, docks, and recycling receptacles.

Assist in maintaining cleanliness in the dock and hub area.

Assist in checking all out going meals including CACFP (Child and Adult Care Food Program) and ensuring that items leaving Second Helpings are handled properly in accordance to ServSafe regulations and Second Helpings policies.

Provide assistance in other areas requested and when time permits

CORE COMPETENCIES

To perform the job successfully, an individual should demonstrate the following Second Helpings core competencies:

Customer Service: Responds promptly to customer needs and resolves conflict appropriately; solicits customer feedback to improve service; treats others with respect; responds to requests for service and assistance; meets commitments; communicates effectively.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to other's views; gives and welcomes constructive feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed by assisting colleagues willingly and by meeting commitments; able to build morale and group commitments to reach goals and objectives.

Reliability: Keeps absenteeism and tardiness to a minimum; ensures work responsibilities are covered when absent; manages time effectively so as to meet schedule.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Drug screen and background check required.

EDUCATION and/or EXPERIENCE

Must be at least 25 years old. Must be a high school graduate or equivalent. Must have a valid Indiana Operators driver’s license as well as a documented safe motor vehicle report.

Must be able to successfully complete ServSafe certified food handler program. Prior food handling experience a plus.

KNOWLEDGE, SKILLS, ABILITIES

Ability to read maps and fair knowledge of Indianapolis-area streets. Ability to work well with minimal supervision. Ability to work well with people of all backgrounds, cultural groups and economic levels. Ability to communicate well verbally and keep neat, accurate written records. Must have an outgoing, positive demeanor and good organizational skills.

Highly dependable and responsible; demonstrate excellent judgment; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to use Word, Excel, and the Internet.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 80 pounds. The employee is required to move at a brisk pace most of the time. The employee should possess stamina for physical work. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate to loud.

SIGNATURE SECTION

CEO: _____

Approved Date: _____

Supervisor: _____

Received Date: _____