



POSITION TITLE: DRIVER

STATUS: Part-time

REPORTS TO: Operations Manager

POSITION SUMMARY

Drivers deliver grocery orders to clients and are Help At Your Door's representatives in the clients' homes. Additionally, they will partner with other community organizations to deliver food shelf orders to homebound elderly and people with disabilities.

POSITION RESPONSIBILITIES

- Assist with checking orders for accuracy
- Load groceries into delivery vans in an efficient and sequenced manner
- Drive the delivery vehicle on predetermined routes to clients' homes.
- Follow food safety guidelines.
- Cultivate and sustain wholesome communication and service relations with clients.
- Unload of groceries at clients' homes; checking orders against register receipt and product as needed; and collecting client payments, including calculating any appropriate deductions such as coupons or returns.
- Collect payments and documentation is submitted to the office in an accurate and timely manner, as prescribed by internal procedures.
- Accept returned product from clients, and returning to appropriate location in accordance with set procedures
- Alert appropriate office personnel of questionable circumstances at client sites.
- Proper vehicle maintenance and upkeep within provided parameters
- Deliver food shelf orders to predetermined recipients.

QUALIFICATIONS

- Excellent driving record
- Prior delivery/professional driving experience a preferred
- Job requires lifting and carrying 25-30 pounds
- Job may require periods of stooping, bending, sitting or standing
- Experience with technology and automated processes and reporting
- Professionalism in representing Help At Your Door image to clients, volunteers, store staff and community
- Attention to detail, good organizational skill
- Ability to read and write English
- Passion for serving elderly population and individuals with disabilities

Questions? Please call (651)-642-1892.