Neighbors in Need

JOB TITLE: Truck Driver (and warehouse associate)

REPORTS TO: Executive Director

PART TIME: 25 hours per week (generally Tues-Fri, some Sat)

PURPOSE OF POSITION:

The Truck Driver provides labor and support for all food pantry delivery operations, including the quality control, inventory tracking and pantry food delivery. The warehouse supplies 11 food pantries weekly with food and sundries, as well as 2 mobile deliveries of groceries.

REGULAR DUTIES:

- Drive the NIN van for all Pantry deliveries and food pick-ups as needed.
- Pack and distribute Food Pantry food.
- Load and unload NIN van daily.
- Work with truck/warehouse assistant and pantry volunteers delivering food to pantries.
- Pick up food and other items at donor schools, churches and corporations; deliver to warehouse and/or office as appropriate.
- Drive weekly trips to the Merrimack Valley Food Bank and Greater Boston Food Bank.
- Weekly trips for GBFB Enabling pick-ups at Target (Wilmington), Walmart (Reading) Restaurant Depot (Andover), Stop & Shop (Andover & Reading).
- Weigh in all incoming food donations.
- Undertake additional assignments at the request of supervisor.

INDEPENDENT ACTION:

Under supervision, functions within scope of Neighbors in Need policies and practices; refers specific problems to Executive Director.

QUALIFICATIONS:

Good organizational skills and attention to detail. Driver’s License required; driving record will be reviewed. Must be 18 years or older and able to lift 50 pounds on a routine basis. Must demonstrate an interest in food distribution and hunger issues, health, or nutrition. Position is based out of Neighbors in Need’s Andover warehouse.

Please send resume and cover letter to:
Linda Zimmerman, Executive Director

By email: (preferred)
linda@needfood.org