



Job Description for CDL Class A Driver/Warehouse Assistant

Job Title: CDL Class A Driver/Warehouse Assistant

Department: Operations

Reports To: Alex Swaggerty

Supervises: N/A

Job Type: Full-time

Employment Classification: Non-Exempt

Position Overview:

Sensitivity to diverse populations with the ability to serve people in a compassionate, patient, Friendly, and courteous manner, showing sincere interest in people's concerns is required.

Must be able to comfortably work in schools, churches, and senior centers.

Duties and Responsibilities:

- Local pick-up/delivery, including surrounding states
- Pick orders using computerized inventory system
- Able to load/unload trailer with forklift and electric pallet jack
- General warehouse duties as directed
- Keep trucks/trailers cleaned daily after use
- Be available to assist other departments when assigned by supervisor
- Communicates to supervisor of any safety issues (equipment, deliveries, personal, etc.)

Qualifications:

- 3 years minimum experience with tractor & trailer – Able to drive a manual transmission preferred but not required
- Previous warehouse experience
- Good driving record
- Able to pass a DOT physical
- Knowledge and previous experience in forklift and pallet-jack usage
- Solid understanding of general warehouse operations
- Ability to work in a fast-paced, high-pressure environment

- Must be able to lift 100 pounds
- Must be able to work in an environment that is hot in the summer and cold in the winter
- Must be able to work on his/her feet most of the day.

Working Conditions:

- **Work Environment:** On-site
- **Work Schedule:** standard office hours – 7:30 am to 4:00 pm
- **Travel Requirements:** No out of state travel

Compensation and Benefits:

- **Salary:** Salary is competitive and based on experience.
- **Benefits Package:** Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Simple IRA Retirement Plan, Roth IRA, Paid Leave and Wellness Days off.

Equal Employment Opportunity Statement:

Second Harvest Food Bank of East Tennessee is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Drug-Free Workplace:

We are committed to maintaining a drug-free workplace. This policy ensures a safe, healthy, and productive work environment for all employees.

This job description does not encompass all the duties of the role. Supervisors or managers may assign additional tasks as needed. The job description can be revised at any time and is not a contract for employment, nor does it alter the at-will employment status with Second Harvest Food Bank of East TN. Both Second Harvest Food Bank of East TN and the employee have the right to terminate employment at any time for any reason.

I have read and understand the above job description.

Employee Signature: _____

Date: _____