



Job Description – Mobile Pantry Driver

Job Title: Mobile Pantry Driver

Department: Operations

Reports To: Director of Transportation and Facilities

Supervises: None

Job Type: Full-time

Employment Classification: Non-Exempt

Position Overview

The Mobile Pantry Driver is responsible for safely operating food bank vehicles and supporting all on-site activities for Second Harvest Food Bank's Mobile Pantry Program. This role ensures the effective, efficient, and equitable distribution of food to individuals and families at risk of hunger across the organization's 18-county service area.

This position combines professional driving responsibilities and support at mobile pantry sites. The Driver works closely with staff across departments, volunteers, and community partners to ensure distributions are conducted safely, efficiently, and in alignment with Second Harvest Food Bank's mission and policies.

Duties and Responsibilities

Driving & Vehicle Operations - Safely operates Second Harvest Food Bank vehicles in compliance with DOT regulations, organizational policies, and all applicable traffic laws. - Conducts required pre-trip and post-trip inspections and reports vehicle issues, maintenance needs, or safety concerns to the Director of Fleet and Maintenance. - Maintains accurate driving, mileage, and vehicle-related documentation as required.

Mobile Pantry Distribution Support- Supports all Mobile Pantry (MP) activities at assigned locations, including site setup and breakdown, food handling procedures, site safety, volunteer coordination, and partner agency communication. Ensuring smooth operations and adherence to safety and food handling standards. - Communicates throughout the planning and execution process with supervisors and local site representatives to ensure distributions meet community needs and can be conducted

safely. - Works with supervisory staff to ensure all inventory is accurately staged and loaded onto the appropriate MP vehicle.

Program Support & Development - Assists with identifying potential new mobile distribution locations across the service area. - Supports fundraising events and special initiatives as assigned. - Performs additional duties and projects as assigned by the Director of Fleet and Maintenance or designee.

Skills

- Detail-oriented and self-motivated with strong follow-through skills.
 - Ability to effectively communicate and interact with individuals from diverse backgrounds and experiences.
 - Strong organizational skills with the ability to task-switch and work in a fast-paced environment.
 - Ability to work independently with minimal supervision while exercising sound judgment.
 - Ability to positively represent and support the mission of Second Harvest Food Bank.
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Qualifications

- **Valid CDL Class B required** (CDL Class A preferred but not required).
 - Appropriate endorsement(s) required for position responsibilities.
 - Minimum of three (3) years of professional driving experience.
 - Clean driving record.
 - Ability to pass a DOT physical and comply with DOT requirements.
 - Experience with forklift and pallet jack operation.
 - Ability to lift up to 50 pounds.
 - Ability to work in hot and cold environments and remain on feet for extended periods.
 - Strong customer service, oral, and interpersonal communication skills.
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Time Commitment

This position is 40 hours per week, Monday through Friday, with occasional evening hours as operational needs require. Standard operational hours are 7:30 a.m. to 4:00 p.m.

Working Conditions

- Indoors (On-Site) with some occasional freezer/cooler work.
 - Outdoors for MP in all reasonable weather conditions.
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Compensation and Benefits

- Competitive salary based on experience
- Benefits package including health, dental, vision, and life insurance; Simple IRA and Roth IRA options; paid leave and wellness days

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

Second Harvest Food Bank of East Tennessee is committed to maintaining a drug-free workplace to ensure a safe, healthy, and productive 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. This document does not constitute a contract of employment and does not alter the at-will employment relationship.

I have read and understand the above job description.

Employee Signature: _____ Date: _____