



## Arlington Food Assistance Center Cargo Van Driver

### **Arlington Food Assistance Center Mission:**

The mission of the Arlington Food Assistance Center (AFAC) is to feed our neighbors in need by providing dignified access to nutritious supplemental groceries. Clients are referred to AFAC by the Arlington County Department of Human Services, local social service agencies, churches and schools. As a nonprofit organization, AFAC relies heavily on volunteers to help us distribute our groceries to the thousands of families who come to AFAC for food every week and we rely on generous gifts of food and funds from our donors to meet the growing demand for our services. The ongoing COVID-19 pandemic has caused more people in the community to turn to AFAC's services to help feed their families.

### **Position Summary:**

The Driver is responsible for dependably picking up and delivering food donations and food supplies to and from our partner sites. His/her routes and schedule may vary according to the needs of AFAC and our community partners. The Driver is expected to maintain his/her schedule with precision, and execute his/her duties with professionalism. He/she must demonstrate a kind and patient demeanor, as he/she is often the AFAC ambassador to donors and distribution centers. The Driver is expected to always respect the rules of traffic and hold safety as an utmost concern. The Driver reports to the Director of Operations.

The Driver is expected to hold health and safety as an utmost concern, especially now during the COVID-19 pandemic. The Driver will follow the organization's cleaning and sanitization standards and practices to help reduce the spread of the coronavirus to keep all families, volunteers, and staff safe. Until the pandemic is over, AFAC complies strictly to the COVID-19 guidelines of the CDC and of the State of Virginia and of the local government. The wearing of masks while working and the use of personal protective equipment is required. Candidates must have received a COVID-19 vaccine and also receive the booster when eligible. The Driver will also need to comply with all equipment requirements, regulations, and laws governing food handling.

## **Principle Duties:**

- Promptly pickup food donations from grocery stores, businesses, schools, churches and community partners in and around Arlington County.
- Promptly deliver and pick up food supplies to and from AFAC distribution sites.
- Assist with the loading and unloading of AFAC vehicles.
- Accurately maintain a variety of records, such as incoming and outgoing food inventory, number of pickups per day, mileage, and vehicle maintenance.
- Cordially interact with donors, clients, volunteers, peers, and the larger community.
- Perform cleaning and sanitization tasks on a scheduled basis to prevent the spread of the coronavirus.
- Other duties as assigned by the Director of Operations and the Executive Director.

## **Position Requirements:**

- Possess a valid driver's license and have a clean driving record.
- Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.
- Ability to lift 50-100 pounds on a regular daily basis.
- Ability to work well with others.
- Ability to work accurately and exhibit great attention to detail in a fast paced environment.
- Ability to exercise flexibility, initiative, good judgment, and discretion.
- Strong verbal communication, interpersonal, and customer service skills.
- Ability to manage time and energy efficiently to complete tasks well and promptly.
- Ability to work independently with minimal supervision.
- Understanding of the principles and values shared in a community-based nonprofit.

This is full-time (40 hours a week) position with no remote working opportunities. This position is not exempt from the overtime provisions of the Fair Labor Standards Act. The position includes nine paid holidays, paid annual and sick leave as outlined in the AFAC Employee Handbook, health benefits, and a 401K plan.

To apply for this position, please visit our job announcement on Indeed <https://www.indeed.com/cmp/Arlington-Food-Assistance-Center/jobs?jk=ac7e56abbd0aafd9>.