

Food Runner/Driver



Date: 1/9/2025

Food Gatherers exists to alleviate hunger and eliminate its causes in our community. As a member of the Operations department, the Food Runner/Driver drives a truck to pick up and deliver food and other items to locations throughout Washtenaw County, participates in significant customer service interactions with donors and volunteers, has loading and unloading duties, and is responsible for various warehouse tasks and documentation. The Food Runner/Driver represents Food Gatherers to all stakeholders in accordance with our established guidelines and values.

Department: Operations	Primary work location: Food Gatherers Warehouse
Reports To: Food Run Manager	Schedule/Hours: Monday-Friday, 8am-4pm; 40 Hours/week; some weekends, evenings, or special events may be required
FLSA status: Hourly/Nonexempt	Wage: \$18.50/hour

Essential Duties and Responsibilities

- Picks up and delivers food safely to/from locations throughout Washtenaw County
- Provides excellent customer service to donors, volunteers, and partner agency representatives.
- Ensures that food is maintained in proper condition and at proper temperatures.
- Uses safe work practices during the receiving and delivery processes.
- Segregates and disposes of unsafe or non-usable food.
- Performs warehouse duties such as product prep and staging
- Records required data such as temperatures, food weight, vehicle inspection data, and cleaning/maintenance logs accurately and in a timely fashion.
- Responsible for safe operation, loading, and unloading of company vehicles.
- Communicates proactively with the Food Run Manager regarding daily activities and suggestions for process improvements.
- Provides training to volunteers and co-workers as required.
- Follows established warehouse and documentation procedures for product receipt, handling and rotation.
- Complies with the organization's policies and procedures, safety requirements, quality standards, and applicable local, State, and Federal laws, traffic regulations, and industry guidelines.
- Performs other related duties and responsibilities as needed and assigned.

Desired Qualifications

Education and Work Experience

- High School diploma or GED required
- Previous work experience in transportation, food service or warehousing is preferred, but not required
- Must be able to pass a DOT physical examination and obtain a Michigan Chauffeur License upon hire

Preferred Skills and Abilities

- Demonstrates excellent customer service
- Ability to work efficiently and cooperatively with other Food Gatherers employees and volunteers
- Ability to safely operate a motor vehicle in local traffic
- Ability to walk and stand for long periods of time, repetitively lift and carry up to 60 pounds, and use fingers and hands to manipulate objects.
- Ability to read, speak, and write in English
- Knowledge of MS Word, MS Excel, Google Drive and Google email systems

Preferred Behaviors

- Commitment to Food Gatherers' mission
- Maintains safety as the top priority at all times
- Possesses strong ethical character
- Works well in a collaborative environment with a diverse array of employees and volunteers
- Manages multiple priorities under aggressive deadlines
- Punctuality and reliability
- Gives and receives feedback in a respectful and productive way
- Represents Food Gatherers in a professional manner under a variety of conditions.
- Monitors communication (email, voicemail) during assigned hours and responds within an appropriate timeframe (high priority within 24 hours)

Working Conditions

The Food Runner/Driver works in-person at Food Gatherers' warehouse in Ann Arbor, MI. All driving routes originate from Food Gatherers' warehouse. Most driving takes place in Washtenaw County, with occasional trips to neighboring counties. Some work takes place in a warehouse environment; this may include working around machines with moving parts, moving objects, and/or radiant and electrical energy; working closely with others. The Food Runner/Driver will spend a significant portion of their work hours outdoors.

Application instructions

Interested applicants should submit a resume and professional references to Jordan Jackson, HR Manager, at jobs@foodgatherers.org. Applications will be reviewed on a rolling basis, so we encourage interested applicants to apply at their earliest convenience. No phone call or walk-in employment inquiries, please!

EEO statement: The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

Food Gatherers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Food Gatherers complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Food Gatherers encourages applicants with lived experience of food insecurity to apply.