

## FY21 Job Description

**Position:** Food Assistance Driver

**Reports to:** Food Assistance Supervisor

**Hours:** 30 Hours weekly

**Position Overview:** Beverly Bootstraps Community Services, Inc. has always been committed to feeding people in the community who need food assistance. This position will support the existing processes of the Food Pantry and will work with the Food Assistance Supervisor and Food Distribution Coordinator to pick up food donations and manage pantry product inventory.

Position duties and responsibilities include, but are not limited to:

- Pick up large quantities of donated food items from local retail stores, Greater Boston Food Bank, and seasonal food drives
- Work with Food Assistance staff to unload truckloads of donated/purchased items in organized and efficient way
- Facilitate and assist with the all Mobile Markets: seasonal as well as Senior Center, NSCC
- Adhere to Board of Health policies in transporting and storing perishable food
- Assist Food Distribution Coordinator in restocking food pantry and volunteer fill-in
- Support Food Assistance Supervisor in managing and moving overall product, including purging of expiring food and reorganizing inventory
- Take on other local pickups, drop-offs, and purchases as instructed by Food Assistance Supervisor
- Take out recycling and trash daily, maintain dumpster area
- Assist with general cleaning and upkeep of vans and food storage areas
- Adhere to the Beverly Bootstraps Security Plan and Procedures
- Must comply with all policies and procedures as outlined in the Beverly Bootstraps Employee Handbook
- Be compassionate, connected and value team success; be kind, clear and work with integrity in all relations; understand the mission and be invested in Beverly Bootstraps.

Bootstraps Vehicle Fleet Maintenance tasks

- Supporting Food Assistance Team with van maintenance
- Refill gas
- Schedule and drive vehicles for inspection or repair as needed

\*Beverly Bootstraps Community Services reserves the right to amend or add to this job description at any time.

**Desired Minimum Qualifications:**

Valid MA driver’s license with excellent driving record.  
Must be able to pass a Department of Transportation medical exam.  
Successful CORI check, drug test, motor vehicle records check.  
Education: Graduation from high school  
Experience: At least two years of related experience

**Primary Physical Requirements:**

Continual lifting of materials weighing up to 50 pounds is required for this position. Manual use of a computer, calculator, and telephone is necessary.

**Statement of Non-Discrimination:**

Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.

Beverly Bootstraps  
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By signing and dating below, I acknowledge that I have received a copy of this job description and agree to fulfill the job requirements to the best of my abilities.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_