



# **Hawaii Food Bank Job Description**

**Job Title:** Delivery Driver/Warehouse Support  
**Department:** Kauai Operations  
**Reports to:** Kauai Warehouse Manager  
**FLSA Status:** Non-Exempt  
**Last Review:** March 2025  
**Approved By:** Vice President & Chief Operations Officer  
**Approved Date:** March 2025

## **POSITION SUMMARY**

The Delivery Driver/Warehouse Support is responsible for the safe and efficient transportation of food and supplies to and from commercial donors, farmers, food drives, schools, partner agencies, community food distribution sites and other food partners. This role plays a critical part in the food bank's operations by ensuring timely pickups and deliveries while maintaining accurate records and adhering to food safety and warehouse protocols.

The driver works closely with warehouse staff, partner organizations, and community stakeholders to support hunger relief efforts, maintain operational efficiency, and uphold the food bank's mission of serving the community with dignity and respect.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

### **DELIVERY AND TRANSPORTATION:**

- Deliver food and supplies to Hawaii Foodbank clients and agencies following scheduled and on-demand routes.
- Operate delivery vehicles, including trucks, vans, and forklifts, to transport orders safely.
- Load and unload trucks efficiently to ensure timely deliveries.
- Conduct daily vehicle inspections and routine maintenance (fluid levels, fueling, cleaning).
- Maintain delivery logs and ensure compliance with all transportation documentation requirements.

### **WAREHOUSE OPERATIONS:**

- Receive and verify incoming stock and non-stock items to ensure accuracy in specifications, quantity, and quality.
- Pick, pack, and distribute orders based on agency requests and shopping lists.
- Sort and restock items on racks, shelves, and pallets according to inventory guidelines.
- Store perishable goods in appropriate temperature-controlled areas.
- Maintain accurate records of received and distributed items.
- Assist in inventory management, including cycle counts and stock verification.
- Ensure a clean, safe, and organized warehouse and surrounding areas.



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## **SAFETY AND COMPLIANCE:**

- Adhere to OSHA safety standards, HI Department of Health regulations, HI DOT, and HI Department of Agriculture requirements.
- Perform warehouse equipment maintenance and log service/repair needs.
- Follow all food safety handling guidelines, including proper calibration of probe thermometers.
- Conduct all duties professionally, ethically, and in alignment with the company's mission and values.

## **ADDITIONAL RESPONSIBILITIES:**

- Assist with quality improvement initiatives to enhance efficiency, accuracy, and safety in warehouse and delivery operations.
- Respond promptly and professionally to inquiries from staff, vendors, donors, and community partners regarding deliveries, inventory, and logistics.
- Foster positive and professional relationships with co-workers, customers, community partners, vendors, contractors, and supervisory personnel. Maintain a cooperative and respectful work environment by demonstrating teamwork, effective communication, and problem-solving skills.
- Represent the organization with professionalism and courtesy in all interactions, ensuring a positive experience for stakeholders.
- Perform other duties as assigned to support the overall mission and operational goals of the organization.

## **FACILITY AND EQUIPMENT:**

- Ensure proper use and routine maintenance of warehouse equipment and infrastructure, including material handling equipment, pallet racking, dock levelers, and scales, to support efficient storage and workflow operations.
- Maintain accurate and consistent logs of equipment maintenance, service, and repairs. Conduct periodic inspections of Foodbank equipment, promptly reporting any maintenance or operational issues to company leadership to prevent downtime and ensure compliance with safety standards.

## **OTHER FUNCTIONS:**

- Adhere to all federal, state, and company policies, procedures, and regulations to ensure compliance and operational integrity.
- Collaborate with team members to identify, recommend, and assist in the implementation of quality improvement initiatives that enhance efficiency, safety, and overall effectiveness.



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## **QUALIFICATIONS:**

- To successfully perform this job, an individual must be able to fulfill all essential duties with proficiency. The qualifications listed below represent the required knowledge, skills, and abilities. Reasonable accommodations may be provided for individuals with disabilities. This role may require working evenings, weekends, holidays, special events, and project-based assignments as needed.
- Strong mathematical skills, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.
- Proven ability to establish and maintain effective working relationships with diverse stakeholders, work independently, and collaborate as part of a team.
- Safe driving record and a valid driver's license.
- Ability to obtain and maintain job-specific certifications, including food safety, forklift operation, first aid, and AED certification.
- Ability to learn and become proficient in Microsoft Windows and Office software, including Word, Excel, and Outlook, as well as productivity tools such as Netsuite.
- Ability to operate material handling equipment and effectively use computer workstations, including a keyboard, mouse, printer, fax machine, and internal phone systems. The work environment may have moderate-to-loud noise levels at times.

## **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must be frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include distance vision and the ability to adjust focus.

<b>Physical Demands</b>	<b>Not Applicable</b>	<b>Occasional 1-33%</b>	<b>Frequent 34-66%</b>	<b>Constant 67-100%</b>
Pushing: Pulling: Lifting: Ground to waist Height Waist to Chest Height Overhead Height Carrying	X			X X X X X X
Sitting: Standing: Walking: Running:	X			X X X



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Stair Climbing:		X		
Bending:				X
Crawling:	X			
Squatting:		X		
Kneeling	X			
Stooping:		X		
Crouching:	X			
Climbing:	X			
Forward Reaching:			X	
Twisting:	X			
Side Bending:	X			
Overhead Reach:	X			
Grasping:				X
Handling:				X
Finger Dexterity:	X			
Vision:				X
Hearing:				X
Eye-Hand-Foot Coordination:				X

## COMMUNICATION DEMANDS:

<b>Communication Demands:</b>	<b>Not Applicable</b>	<b>Occasional 1-33%</b>	<b>Frequent 34-66%</b>	<b>Constant 67-100%</b>
The position requires talking to co-workers:				X
The position requires talking to customers:				X
The position requires written communication to co-workers:				X
The position requires written communication to customers:	X			
The position requires talking to outside trade persons/vendors:	X			
The position requires written communication to outside trade persons/vendors:	X			
The position requires talking on the telephone:		X		
The position requires supervising others:	X			
The position requires responding to written or verbal requests of co-workers:	X			
The position requires responding to written or verbal requests of vendors:	X			



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<b>Communication Demands:</b>	<b>Not Applicable</b>	<b>Occasional 1-33%</b>	<b>Frequent 34-66%</b>	<b>Constant 67-100%</b>
The position requires training/giving verbal instructions:	X			
The positions requires receiving verbal instructions:				X
The position requires receiving written instructions:		X		
The position requires writing/composing written language:		X		
The position requires reading:				X
The position requires visiting/working at different worksites:	X			

### **EDUCATION and/or EXPERIENCE:**

- High School Diploma or equivalent; and at least 1-year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on one and small group situations to customers, clients and other employees of the organization.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, percentages. Ability to apply all concepts of bookkeeping and all generally accepted accounting procedures.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **EQUIPMENT, MACHINES, TOOL, VEHICLES USED:**

- Ability to use a computer workstation including keyboard, mouse, printer, fax, and multi-line phone systems to execute tasks.
- Be able to use Microsoft Office Outlook



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## **WORK ENVIRONMENT:**

- Field work requiring driving for off-site vendors and programs
- Require the use of computer equipment, calculator, fax, copier, and telephone.
- The noise level is moderate to loud at times.

## **ADDITIONAL INFORMATION**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

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Signature

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Date

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Print Name