Job Title: Driver Lead  
Status: Full Time, Exempt; Benefits Eligible  
Reports to: Senior Produce Logistics Manager  
Location: Must be able to commute daily to Rio Rico, Arizona

Position Description
The Arizona Food Bank Network (AzFBN) Driver Lead will support produce rescue operations in Rio Rico, AZ. This position will help the Senior Produce Logistics Manager with daily operations and aspects of overseeing local CDL Drivers. This includes employee engagement, performance management, and inventory management that includes data entry of receipts and creating pallet tags. The Driver Lead will also help with training for Rio Rico local CDL Drivers. The Lead is critical to ensuring efficient transport of fresh produce donations (or other items) to and from produce houses, local growers, and food bank partners statewide. This position will support donor pickups and deliveries in times of high volume, which may include occasional overnight trips (mostly to neighboring states). The Driver Lead also supports loading and unloading produce. Successful candidates will value the AzFBN vision of a hunger-free Arizona.

Key Skills, Knowledge and Abilities:
- Self-starter who takes initiative and plans, organizes, and executes tasks with minimal supervision.
- Ability to motivate and engage a team, building and maintaining positive relationships.
- A high level of interpersonal skills to facilitate professional interactions with the public.
- Strong oral and written communication skills.
- Ability to think strategically and to solve problems.
- Excellent time management and organizational skills.
- Computer proficiency in Microsoft Excel, Outlook, Word, and other programs, as well as ability to learn new systems and software platforms.
- Strong work plan management and negotiating skills.
- Desire to work in a changing environment that supports program growth.
- Ability to work with a customer/product donor focus.
- Fluent in written and spoken English and Spanish.
- Demonstrated ability to work effectively with others on a diverse team to achieve successful results.
- Ability to work occasionally outside of regular office hours and on weekends during peak produce season.
- Knowledge of DOT regulations.
- Knowledge of warehouse safety and safe handling standards and practices, or a willingness to learn.
- Knowledge of E-log.
Primary Responsibilities:

- In support of (and collaboration with) the Senior Produce Logistics Manager, lead daily activities of Rio Rico local drivers to accomplish goals.
- Dispatch Rio Rico drivers.
- Drive AzFBN’s Class A CDL truck(s) to pick-up and deliver donated produce and other items.
- Provide support (including to the Repack team) to the produce operations team as requested.
- Daily software data entry updates in TRELLO, pickup log and Fusionware.
- Ensure daily tasks are complete, including equipment and cleaning logs.
- Participate in monthly compliance self-inspection.
- Ensure cleanliness of AzFBN tractors (and equipment) in compliance with health codes and standards for food storage and distribution.
- Support the Senior Produce Logistics Manager in providing orientation, training, and guidance to CDL Rio Rico Local driver team members.
- Transport fresh produce donations from produce houses, local growers, and food bank partners in surrounding areas to distribution partners statewide.
- May be asked to do occasional out-of-state pick-ups and deliveries of produce.
- Supports loading and unloading of produce as needed.
- Maintains records of all donated foods (including issuing donor receipts) and complies with all AzFBN guidelines and best practices.
- Timely and accurate completion and submission of paperwork including vehicle mileage logs, vehicle inspection reports, trailer inspection reports, donation bills-of-lading.
- Operates AzFBN truck(s) and trailers in accordance with all applicable DOT regulations and AzFBN standards, including interior and exterior cleanliness of the truck.
- Enacts vehicle maintenance schedule. Coordinates maintenance and repairs as required in partnership with operations team members.
- Ensures compliance with all local health codes and standards applicable to food acquisition, storage, and distribution by maintaining clean and safe work areas.
- Maintains contact with the sourcing team to ensure donation pick-ups and deliveries are made as scheduled and to receive additional instructions or information.
- Provides donation pick up information, including product type, product quantities, donor information, and receipt number to appropriate contacts for accurate record keeping and efficient pickups.
- Upholds food safety procedures and supports product traceability and recalls, including transporting all food items at the correct temperatures to ensure food safety and quality of all items.
- Builds and maintains excellent customer service with all external partners and donors as well as other members of the AzFBN team.
- Works in partnership with Logistics Manager to ensure alignment on equipment maintenance, driver reporting, and transportation management.
- Acts as backup to Logistics Manager to support in coverage of contract driver dispatching and reporting.
• Perform and oversee excellent customer service with all external partners, as well as with internal produce operations team members.
• Support product tracing and recalls as needed.
• Other duties as assigned.

Minimum Qualifications for Education, Training and Experience:
• High School Diploma or equivalent experience.
• Supervisory, management, or lead experience a plus.
• Current and valid Arizona CDL “Class A” Driver’s License, safe driving record, and current DOT Medical Certification. For insurance purposes, must be at least 21 years of age.
• Ability to be insured under the AzFBN insurance carrier plan.
• Experience with general warehouse equipment, including operation of forklifts and electric pallet jacks/pallet riders. Ability to become certified on warehouse power equipment (including forklift) within 60 days of employment.
• Ability to work occasionally outside of regular office hours and on weekends during peak produce season.
• Current Food Handling Certification, or ability to obtain within 90 days of employment.
• Previous experience in food bank logistics or inventory control a plus.
• Ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Salary Range: $47,000 to $53,000, depending upon experience and qualifications. Interested candidates should send resume and detailed experience to Benjamin Rodriguez benjamin.rodriguez@azfoodbanks.org