



## **DRIVER & WAREHOUSE COORDINATOR**

- Flexible (up to 40 hours per week)
- Sick Time and Bereavement Pay
- Pay Range: DOE

### **MISSION**

The mission of the Making A Difference Foundation is to make a difference in the lives of others one person at a time by helping them acquire the most basic human needs: food, housing, encouragement, and opportunity.

### **JOB PURPOSE & SUMMARY**

The driver position assists in pickups and deliveries for Eloise Cooking Pot Food Bank by picking up donations from donors at various locations and loading and unloading vehicles when necessary, as well as preparing for home deliveries. The driver reports directly to the executive director and food bank manager, who is responsible for his/her performance.

### **RESPONSIBILITIES**

- Reflect the values and principles of MADF and collaborate with leadership, staff, and external contacts to achieve the mission and vision of the organization.
- Work cooperatively in a high-volume, fast-paced environment demonstrating the ability to handle confidential materials with discretion.
- Understand overall agency operations and follow organizational policies and procedures.
- Maintain and establish working relationship with donors during pick up by being on time, verifying and inspecting the product received before signing for and loading or unloading it.
- Prepare deliveries with Food Bank manager for home delivery program.
- Orchestrate delivery routes and load/unload or deliveries.
- Organize deliveries/pickups at the food bank.
- Rotate food in and out of food-bank storage area.
- Assist bring in food-bank donations.
- Perform duties in a safe manner.

### **JOB QUALIFICATIONS & REQUIREMENTS**

- Excellent customer service skills
- Maintain valid driver's license and maintain outstanding driving record
- Maintain professional appearance when making deliveries
- Maintain good relationship with our donors
- Ability to lift up 50 lbs. safely.

To apply, please send your resume and cover letter detailing your experience and salary requirements to [info@themadfseattle.org](mailto:info@themadfseattle.org).

MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To learn more about MADF, go to [www.themadf.org](http://www.themadf.org).