north valley food bank

Truck Driver Position Description

Classification: Part-time, Temporary, Non-exempt
Position Dates: January 4, 2027 - April 16, 2027
Normal Weekly Schedule: 20-30 hours per week
Compensation: $27.79 per hour

General Overview

North Valley Food Bank is a non-profit organization that distributes food to individuals and families experiencing food insecurity throughout Flathead County and northwest Montana. We currently facilitate a variety of programs including food distribution at our Whitefish location, several mobile pantries and food deliveries in neighboring rural communities, and a variety of seasonal services like Summer Meals for kids, food drives, and special holiday food distributions. The Truck Driver provides support to all North Valley Food Bank's programs and day-to-day operations in collaboration with the Operations Team and under the supervision of the Director of Operations.

Required Competencies

Safety Awareness - Model and uphold all safety protocols and food safety standards
Professionalism - Treat all peers, customers, volunteers, and community partners with respect and dignity
Teamwork - Maintain a collaborative and adaptable work ethic, and willingness to assist co-workers and volunteers
Organization - Pay close attention to details and operate with a high level of team communication.

Core Responsibilities

- Pick up pallets of perishable and non-perishable food items from a variety of vendors, generally within a 150 mile radius.
- Deliver food to a variety of partner agencies in rural communities across Glacier, Flathead, and Lincoln county.
- Prepare pallets of perishable and non perishable food items for safe delivery.
- Maintain an organized work space including the loading dock, porch, and pallet parking in the warehouse and walk-ins.
- Communicate with partners and vendors about day-of pickup and delivery logistics.
- Work collaboratively with the Operations Team, volunteers, vendors, and partner agencies.
- Act as an ambassador of the North Valley Food Bank amongst the communities served, vendors, partner organizations, and the general public.

Please note this job description is not designed to contain a comprehensive list of activities, duties, or responsibilities that are required of the position. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications

- Must have the ability to lift, push, and pull 50lbs repeatedly, conduct physical work for long periods of time, and work in a fast-paced and dynamic work environment.
- Must have a valid driver's license and maintain a safe driving record.
- Must have experience driving a box truck in all seasons, operating lift gate, and electric pallet jacks. Forklift certification is a bonus, but not required.
- Must have or be willing to obtain a basic ServeSafe certification.
- An annual criminal background check is required.

Expected Work Schedule

A specific schedule will be determined based on operational needs and employee availability, however all routes generally fall between Monday and Friday 7AM - 5PM.

Submit resume or questions to Lauren Jarrold, Director of Operations via email at lauren@northvalleyfoodbank.org.