

FOOD DISTRIBUTION TRUCK DRIVER

DEFINITION: Under general supervision, performs work of moderate difficulty involving the operation of forklift and trucks equal to or less than 5 tons; delivers food commodities to assigned locations for the Food Distribution Program; operates forklift to load and unload food commodities; maintains inventory of food commodities; performs warehousing/stocking of food commodities and a variety of maintenance and custodial work; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Operates 5 ton semi-tractor with trailer to deliver food commodities to designated sites throughout the Navajo Nation; operates forklift to load or unload food items; determines the amount of food to be loaded for each tailgate; loads food commodities onto truck taking into consideration the weight of food, pallet and the truck weight according to specified capacity required for transport; conducts physical inventory of each food commodity to be transported to distribution site and records the quantities of food commodity loaded onto truck; prepares all boxed food items for tailgate; records all damaged food items; assists at the field site in the distribution of food packages and maintains records of food items issued; upon return to main warehouse downloads record of food items issued at tailgate from the laptop back to the main computer system; records the daily load list, the inventory of food distributed and the amount of food that was not given out; makes physical inventory at stack area.

Assists warehouse worker with daily food issuance using automated system to issue computer generated shopping list for client; completes daily inventory of food items issued and reconciles physical inventory; restocks food items from storage to counter area and reports all damaged food items; attends training to ensure compliance with food distribution policies, rules and regulations; maintains cleanliness and sanitary warehouse; ensures proper storage of USDA commodities; sweeps and mops floors whenever there is movement of food items from storage to counter area on a daily basis; disposes garbage; removes empty cartons and sacks; washes trailers; picks up trash around warehouse; may perform truck and equipment preventive maintenance.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable federal, state motor vehicle laws, rules and regulations
Knowledge of the proper vehicle safety inspection procedures.
Knowledge of maintenance requirements, safe operation procedures and control systems.
Knowledge of operating tractor trailer and trucks.
Knowledge of warehousing and stock handling.
Knowledge of occupational safety and health guidelines, practices and procedures.
Skill in safely operating and maintaining equipment and trucks.
Skill in following written and verbal instructions. Skill in preparing basic written reports.
Skill in inventory food commodities, supplies and equipment.
Skill in establishing and maintaining effective working relationships.
Skill in the use of personal computers and related software applications.
Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves lifting, carrying and transporting food commodities weighing up to 50 pounds; stooping, bending and working in warehouse and in an outdoor environment at tailgate site.

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MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year of experience operating and maintaining a 5 ton semi-tractor.

PREFERRED QUALIFICATIONS:

- Two (2) years of truck driving experience.
- One (1) year of warehousing experience.

SPECIAL REQUIREMENTS:

- Possess a valid Commercial Driver's License (CDL – Class A) and Medical Card.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit – CDL – Class A, a Forklift Certificate, a Food Handler's Permit, Cardiopulmonary Resuscitation (CPR) Certificate and First Aid Certificate within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.