



## Job Description: Food Distribution Driver

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Exempt: No  
Supervisor: Director of Distributive Services  
Salary Level: \$18.00 / Hour – 20 Hours / Week

Date: July 29, 2024  
Prepared by Erich Lutz  
Approved by: John Cole

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**OVERVIEW:** Chum is a non-profit 501 (C)3 organization that serves about 8,000 low-income, homeless, hungry, isolated, and otherwise marginalized community members each year. More than 40 faith-based congregations in Duluth are part of Chum and support our core mission: people of faith working together to provide basic necessities, foster stable lives, and organize for a just and compassionate community.

Chum operates an Emergency Shelter, Family Shelter, a Drop-in Center with a Health and Wellness Clinic, Winter Warming Center, Food Shelf, as well as offers Street Outreach, and supportive services for people living at the Steve O'Neil Apartments and the St. Francis Apartments who were previously homeless. Chum's advocacy focuses on policy and systems changes to help improve the lives of people who turn to Chum for services. Chum also provides leadership to Stepping On Up (a collaboration of service agencies) that is working to change Duluth's response to homelessness. We are committed to providing services in a manner that is informed by historic and contemporary forms of marginalization (such as racism, homophobia, and patriarchy) and relevant to the current issues of increasing mental illness and substance misuse.

**POSITION SUMMARY:** The Food Distribution Driver plays a crucial role in supporting our community by ensuring the timely and safe delivery of food and essential items to those in need. This position involves driving a company vehicle, coordinating with Distribution Services Staff and vendors, and interacting with clients to deliver supplies with care and efficiency. This individual will work closely with the Director of Distributive Services to maintain the planning, procurement, storage, packing, and delivery of perishable and non-perishable food items.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Safely operate a company vehicle to pick up and deliver food and supplies to and from designated locations, including vendors, homes, pop-up sites, and community centers.
- Adhere to all safety protocols, including following all traffic laws, vehicle safety guidelines, and sanitation practices.
- Plan and follow efficient delivery routes, adjusting as necessary based on traffic, weather conditions, and special requests.
- Ensure the vehicle is kept clean, well-maintained, and in good working condition. Report any mechanical issues or maintenance needs promptly.
- Load and unload food items, ensuring proper handling to avoid spoilage or damage. Verify that delivery quantities match the orders.
- Comply with all relevant federal, state, and local laws/regulations regarding food safety and food distribution.

- Assists with the ongoing acquisition, inventory control, handling, and distribution of all material items (e.g. food, household supplies/utensils, personal hygiene products, etc.) provided through Chum to its client population.
- Communicate effectively with recipients, providing courteous and respectful service while addressing any questions or concerns.
- As an ambassador of Chum, develops and maintains professional, cooperative relationships with vendors, donors and other agencies/organizations.
- Ensures that all donors complete donation slips so that they can be included in the donor database/acknowledgment system.
- Assists with the seasonal farm produce distributions.
- Other duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

- High School Diploma or GED or combination of education and/or related experience working with low-income people.
- At least one year's prior experience in a delivery role or related field is preferred but not required.
- Accurate and thorough in following delivery instructions and handling inventory.
- Ability to develop constructive, cooperative, and respectful relationships with staff, volunteers, and vendors, etc., and maintain those relationships over time.
- Able to work well under pressure, meet and exceed deadlines, able to seek and synthesize information, and communicate in a compelling and succinct form.
- Skilled at problem-solving to create solutions by listening, understanding, and responding with timeliness and accuracy.
- Communicate effectively with recipients, providing courteous and respectful service while addressing any questions or concerns.
- Punctual and dependable, with a commitment to fulfilling assigned duties and responsibilities.

### **SKILL REQUIREMENTS:**

- **Language Skills:** Ability to effectively present information and respond to questions from vendors, donors, and other human service providers. Ability to speak in a compelling manner with individuals, and organizations. Ability to respectfully and comfortably engage with low-income and culturally diverse people.
- **Mathematical Skills:** Ability to add and subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Certificates, Licenses, Registrations:** A valid Minnesota Driver's License with a clean driving record is required. A specialized driving certificate is preferred but not required.

***Other Skills and Abilities:*** Commitment to meeting the needs of low-income people and to a faith-based ministry to low-income persons. Ability to remain flexible, work under pressure, and deal with interruptions in the workplace. Must be kind, respectful, and patient with people's needs.

**PHYSICAL DEMANDS:** The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully.

- The employee is regularly required to be standing and moving around. The employee frequently is required to use hands to handle or feel objects, tools, or controls. The employee is frequently required to stand, walk, reach with hands and arms, and talk or hear.
- The employee must 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 close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts
- The noise level in the work environment is usually moderate to occasionally noisy.

**APPLICATION DEADLINE:** Please send a cover letter and resume by e-mail to [chum@chumduluth.org](mailto:chum@chumduluth.org) with “**Food Distribution Driver**” in the subject line. Resumes will be reviewed as received and the position will be open until filled. **Members of traditionally marginalized populations are strongly encouraged to apply.**