



POSITION OPENING

6.1.2019

POSITION TITLE: Logistics Driver
PRIMARY LOCATION: Industrial Food Trucks, 5200 Gray's Ave, Philadelphia, PA 19143; Travel to additional locations required
REPORTS TO: EAT360 Program Manager
DEPARTMENT: SNAP-Ed
STATUS: Part-Time, Non-Exempt, Seasonal (September – June)

POSITION SUMMARY

Vetri Community Partnership (VCP) is a 501(c)3 organization working to empower children and families to lead healthier lives through fresh food, hands-on experiences and education. The organization currently facilitates culinary-education and nutrition-education programs in approximately 90 locations in the Philadelphia area.

VCP seeks a qualified Logistics Driver to be responsible for maintaining a system for grocery pick-up and delivery to programming sites. The Logistics Driver will drive VCP's Mobile Teaching Kitchen van and/or truck to make deliveries. Additionally, the Logistics Driver will assist with the logistics of equipment delivery and inventory at the commissary, Industrial Food Trucks. The Logistics Driver will be integral in ensuring that all sites are prepared for programming with the equipment and food required for classes.

SPECIFIC RESPONSIBILITIES

- Maintain a schedule of daily grocery delivery or pick-up to programming sites
- Provide logistical support to VCP programs, including receiving and organizing shipments, pick-up and delivery of equipment
- Availability to provide short-notice logistical support to VCP programs
- Keep accurate records of deliveries and inventory at Industrial Food Trucks
- Assist in the maintenance of a 3-truck fleet including fueling, scheduled service, and cleaning of both truck and equipment
- Communicate effectively with VCP team, site liaisons, and commissary staff regarding logistics and scheduling



WORK EXPERIENCE & SKILL REQUIREMENTS

- 2-5 years of delivery driving experience; experience in logistics or inventory management a plus
- Eagerness to work in a dynamic programming environment with the ability to adapt to new situations quickly
- Timely, clear and direct communicator
- Highly organized and time-efficient; able to follow a tight schedule of delivery times
- Valid driver's license with a clean driving record for at least the previous three years
- Must be available for morning deliveries
- Must have a valid driver's license with a clean driving record for the previous three years
- Must be able to confidently drive company vehicles, including both small and full-size Ford Transit Vans (standard class C driver's license, no CDL required)
- Must successfully complete PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record
- Must be able to lift approximately 40 pounds, and stand or walk for extended periods of time
- Must have reliable transportation to Industrial Food Trucks; a personal vehicle is not required

BENEFITS

- \$18.00 starting hourly rate
- One hour of paid time off for each 40 hours worked
- \$50 monthly cell phone stipend
- Pre-tax transit benefits

APPLICATION PROCESS

- Download and complete the [Employment Application](#). The PDF application can be filled out electronically or hand-written after printing.
- Email your resume, cover letter and completed application to HR@vetricommunity.org. Attached PDF or Word docs are preferred.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit vetricommunity.org.