JOB OPENING
2.24.2019

POSITION TITLE: Logistics Specialist / Delivery 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
HOURS: Up to 29 hours per week

POSITION SUMMARY

Vetri Community Partnership (VCP) teaches hands-on culinary nutrition lessons with the goal of empowering children and families to lead healthier lives. We are a team of hardworking, fun-loving individuals motivated to share how easy and affordable it can be to make and eat vegetable-forward dishes at home. Working throughout the greater Philadelphia community, we hire dedicated team members who are excited to educate, learn from, and interact with participants of all ages.

We are seeking a Logistics Specialist / Delivery Driver to be responsible for maintaining a system for grocery pick-up and delivery to programming sites. The Logistics Specialist will drive VCP’s Mobile Teaching Kitchen van and/or truck to pick up groceries and make deliveries throughout the Philadelphia area. 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 nutrition education programming with the equipment and food required for classes.

SPECIFIC RESPONSIBILITIES

- Daily grocery shopping and/or pick up with a provided list of items
- Daily delivery of groceries and equipment to programming sites
- Keeping accurate records of deliveries and inventory at Industrial Food Trucks commissary
- Providing logistical support to VCP programs, including receiving and organizing shipments, pick-up and delivery of equipment
- Assisting in the up-keep of a 3-truck fleet including fueling, scheduled service, and cleaning of both truck and equipment
- Communicating effectively with VCP team, site liaisons, and commissary staff regarding logistics and scheduling
- Availability to provide short-notice logistical support to VCP programs (within the typical hours of the role)
WORK EXPERIENCE & SKILL REQUIREMENTS

- 2+ years of delivery driving experience
- Familiarity with grocery stores for expedited shopping experiences; familiarity with restaurant supply depots a plus
- 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
- 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

- Visit www.vetricommunity.org/apply to complete the online application.

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