



TRANSPORTATION LEAD

JOB DESCRIPTION

The transportation lead is responsible for providing support and assisting the warehouse manager with day-to-day transportation needs. This position will help to ensure the safe operation of all vehicles and their drivers, ensure transportation of food resources is being met, and ensure that the quality and supply needs at the various distribution sites are sufficient. Personally, driving to our drive-thru pantry sites. The successful candidate will demonstrate excellent organization, communication, and time management skills to ensure the smooth and consistent day-to-day operations of the transportation process.

RESPONSIBILITIES:

- Oversee the day-to-day transportation for LIFT-UP, including deliveries to pantries, and grocery rescue and drive-thru's.
- Ensures that the vehicles are clean and in working, drivable condition, and all poundage sheets are filled out accurately.
- Works collegially with staff.
- Will help guide and teach other staff to ensure required driving logs are being met.
- Assist with ensuring that food storage regulations and requirements are consistently met.
- Other duties as assigned.

QUALIFICATIONS:

- Have a shared commitment and passion for fulfilling the mission of LIFT-UP.
- Demonstrate a clear understanding of warehousing and transportation logistics process and procedures to ensure safe, efficient, and effective execution of standard operating procedures.
- Bring a strong customer service orientation and unparalleled commitment to excellence with both clients and community partners.
- Be comfortable working in a small but mighty organization.
- Valid Colorado State Driver's license and ability to be insured.
- Able to drive a truck and trailer.
- Ability to do basic mathematical calculations for reporting purposes.
- Ability to complete basic data entry for reporting purposes.
- Ability to use data to inform decisions.

WORKING CONDITIONS:

- Must wear appropriate clothing to meet the public. Business casual for the office is preferred.
- Subject to multiple daily demands

PHYSICAL REQUIREMENTS:

- May be required to do heavy lifting of 50 pounds or greater.
- May be required to stand for extended periods.

JOB INFORMATION:

- Job Type: Full Time
- Pay: \$18-\$22 Hour
- Benefits: Paid time off, Medical insurance, Matching retirement, Sick leave.

NOTES:

Nothing in this job description restricts LIFT-UP's right to assign, reassign or eliminate duties and responsibilities at any time or to change features due to reasonable readjustment of the job or for other reasons deemed appropriate by LIFT-UP. In accordance with Colorado law, your employment is at will.