



"Rescuing Quality Food to Nourish and Strengthen our Community"

POSITION DESCRIPTION

Job Title: Driver/Driver's Helper
Reports To: Lead Driver/Operations Manager
FLSA Status: Non-Exempt
Type: Full-Time or Part-Time
Location: 3599 Waiālae Avenue, Suite 23
Honolulu, Hawaii 96816

SUMMARY

Founded over 23 years ago to tackle challenges regarding food insecurity and waste, Aloha Harvest (AH) is building a more sustainable and resilient food system by rescuing quality excess food to nourish and strengthen the community. Since inception, AH has recovered and redistributed over 32 million pounds of food that would otherwise have been discarded, helping to meet the needs of tens of thousands of people who face hunger daily. AH offers pick-up and delivery services year-round, 7 days a week, completely free of charge.

The primary responsibility of the Driver/Driver's Helper is to represent AH in a professional, dependable, and personable manner, ensuring food safety, integrity, and excellent customer service while picking up, recording, and delivering food from a variety of donors to social service agencies throughout O`ahu.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely operate the Aloha Harvest vehicles & equipment on a daily or weekend schedule, on a specified route assigned by the Operations Manager.
- Pick up all food donated to Aloha Harvest in a professional manner, inspecting all items, thereby ensuring that they meet the standards specified by the Department of Health.
- Deliver food to Aloha Harvest member agencies only and must be made at a location indicated on the agency application or as determined by the Operations Manager.
- Maintains proper sanitation standards so that vehicles are CLEAN AT ALL TIMES.
- Perform a 'pre-trip' and 'post-trip' inspection each time company vehicles are used.
- Accurately record pickup & delivery information, including detailed notes, on mobile application.
- Ensures vehicles are in proper working order and that all relevant paperwork (registration, safety check, insurance, parking permits, etc.) are up to date.
- Be safety conscious. Identify and mitigate any potential hazards in the workplace.
- Maintain regular communications with the Lead Driver and Operations Manager to address logistical problems in the daily route to include any issues on the road (accidents, breakdowns, other delays), so that the necessary arrangements can be made and ensure successful daily operations.
- Other duties assigned by the Lead Driver and/or Operations Manager.



QUALIFICATIONS

Experience: Three or more years in Commercial Driving or similar role.

Demonstrated skills in:

- **Communication:** Excellent interpersonal, verbal, and written communication skills. Ability to interact, engage & collaborate with people from various economic, social, and cultural backgrounds. Exercise tact and courtesy when dealing with individuals, both inside and outside of the organization.
- **Organization:** Excellent organizational skills and attention to detail. Ability to prioritize work effectively and adjust to multiple demands. Solid time management skills.
- **Adaptability:** highly motivated with the ability to work independently, take initiative, participate as an effective team member, and follow through with tasks to completion.

Required:

- Valid Hawaii Driver's license with a clean abstract. Type IV or CDL license is a plus.
- Current DOT Medical card (or ability to obtain one at their own expense).
- Must be able to lift 50+ pounds on a regular basis.
- Punctuality, Reliability, Integrity.