



The Community Kitchen

37 Mechanic Street, PO Box 1315

Keene, NH 03431

Tel: 603 352 3200

Title: Driver

Reports to: Pantry Manager

I. Organizational Overview

The Community Kitchen was established in Keene, NH in 1983 to ensure that everyone in the community would enjoy the basic human dignity of having access to enough food to eat. For forty years, the organization has offered our neighbors hot meals and take-home groceries along with fellowship, resources referrals, education, and advocacy in support of food security for all. Our current programs, serving the Monadnock Region, are Hot Meals, Pantry, Mobile Food Pantry, Gleaning, and Advocacy.

II. Mission, Vision, Values

Our mission: The Community Kitchen strives to provide nutritious meals and groceries; to educate and empower our guests, community, and partners; and to be a leading advocate to strengthen food security in the Monadnock Region.

Our vision: All people in the Monadnock Region are able to provide healthy nutritious food for themselves and their families.

Our values: Dignity – Everyone is treated with respect, empathy, non-judgment, and confidentiality. We value diversity, equity, and inclusion; Integrity – We earn trust with reliability, consistency, high standards, and quality work; Teamwork – With positivity, helpfulness, interdependence, and solidarity, we work together, within our organization and beyond, to achieve our mission; and Sustainability – We will achieve a sustainable business and lasting impact on community food security with adaptability, resourcefulness, and innovation.

III. The Role

The Driver is responsible for collecting food donations from providers across the community every weekday. This role requires interacting with the public, operating large vehicles marked with the organization's branding, and moving large and sometimes awkward loads of food products safely, efficiently, and hygienically around the community.

IV. Primary Duties and Responsibilities

- Drive the box truck and van for food collection from local retailers, food banks, and any other providers
 - Drive cargo van for early morning pick-up of salvaged/donated food from supermarkets, restaurants and retailers, adhering to pickup protocols.
 - Drive the refrigerated truck to pick up from wholesalers and food banks.
 - With assistance, unload van at TCK and take product into the building for sorting and/or storage.
 - Maintain daily paperwork for fresh rescue pickups, ensure it is submitted to office staff.
 - Maintain paperwork for vehicle mileage and checklists.
 - Responsible for the maintenance schedule and upkeep of fleet vehicles.
 - Keep van and box truck clean, neat and fueled.
 - Maintain good working relationships with all food donors, keeping abreast of any new opportunities.

- Any other duties deemed necessary for the general operation and success of The Community Kitchen.

V. Reporting Relationships

The Driver reports to the Pantry Manager. This position does not have supervisory responsibilities.

VI. Requirements

- Must have a valid driver's license, a clean driving record, and possess, or be willing to acquire, a DoT card.
- Ability to lift and move up to 50 pounds repeatedly, to stand for long periods of time, to work in extreme temperatures, and to operate a pallet jack.
- Attention to details in the physical environment: ability to notice and attend to unfinished tasks, opportunities to improve procedures, safety risks, broken equipment, etc.
- Ability to interact and communicate with community partners in a professional, friendly manner.
- Carry out the business of The Community Kitchen with competence and trustworthiness in the community.

Please note, the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position.

The Community Kitchen is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.