



Hawaii Food Bank Job Description

Job Title	Receiving Specialist & Relief Driver - Kauai
Department	Operations
Reports to	Operations Supervisor
FLSA Status	Non-Exempt
Last Review Date	August 2024 (New)
Reviewed By	Branch Director
Approved By	VP Operations
Approved Date	August 14, 2024

Position Summary

The Receiving Specialist & Relief Driver supports all aspects of warehouse operations and plays a vital role within the team. Key responsibilities include receiving and processing donations, assisting with loading and unloading goods, sorting and storing salvage, and completing periodic reports for management. Additionally, this position acts as a relief driver, responsible for transporting donations and orders, ensuring safe vehicle operation, and maintaining delivery records. The role involves receiving, storing, and distributing materials, equipment, and products within the establishment.

The Receiving Specialist & Relief Driver reports to the Operations Supervisor, with oversight from the Branch Director and VP of Operations. The role requires close collaboration with the warehouse team to ensure consistent food handling according to warehouse policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:

Receiving

- Load and unload delivery vehicles, trucks, and shipping containers.
- Perform initial inspections of food and non-food products to ensure warehouse safety.
- Receive and store food and non-food items in compliance with food safety procedures.
- Adhere to the Feeding America requirements for item categorization at the point of receiving: Category I, Category II, and Category III; see New Item Creation SOP.
- Practice inventory management, including FIFO and FEFO, and adhere to discard protocols for expired items.
- Efficiently coordinate the movement of perishable food to cold storage.
- Accurately record incoming inventory using provided software, including SKU updates.
- Maintain accurate records of rejected products and salvage poundage, understanding food rescue program metrics.
- Store food and non-food items according to Feeding America guidelines and warehouse replenishment schedules.
- Maintain a clean and safe working environment in accordance with AIB, Department of Health, and FDA standards.
- Complete and document daily and weekly cleaning tasks for the receiving area.

Relief Driver



- Deliver items to Hawaii Foodbank clients as assigned, ensuring timely distribution over designated routes.
- Operate vehicles (e.g., truck, van, forklift) safely and efficiently to transport orders and materials.
- Conduct daily pre-trip inspections on delivery vehicles and document findings.
- Maintain delivery vehicles, including checking fluid levels, fueling, and cleaning.
- Maintain delivery logs and other records as required.
- Work with management to ensure probe thermometers are calibrated weekly according to SOP.

Warehouse Duties

- Perform general warehouse duties, including picking and packing orders, loading and unloading trucks, and storing perishable food products.
- Support the movement of food within cold storage and the warehouse.
- Complete Master Cleaning Schedule tasks on time and according to established standards.
- Participate in cross-functional logistics meetings to manage food flow and inventory levels.
- Coordinate on-site food waste composting and farmer programs, minimizing waste and tracking results.
- Comply with all federal, state, and company policies and regulations.
- Assist in implementing quality initiatives and presenting recommendations.
- Greet visitors warmly and embody the Aloha spirit.
- Provide support on any other assigned duties.

Inventory

- Completes required inventory paperwork along with inventory software programs.
- Complies with inventory control and reporting requirements for all programs.

Qualifications

- Must be able to perform assigned tasks to standard. Reasonable accommodations may be made for individuals with disabilities.
- Flexibility to work evenings, holidays, special events, and weekends as needed.

Organizational Responsibilities

- Comply with food safety standards and procedures.
- Attend and participate in relevant staff and committee meetings.
- Engage in staff development activities/training as needed.
- Foster positive relationships with staff, volunteers, and board members.



- Participate in public awareness events, community outreach, and fundraising activities.
- Report to work on time for scheduled shifts.
- Assist with errands, pickups, and deliveries as needed.
- Conduct all duties safely and responsibly, adhering to safety protocols.
- Uphold professional and ethical standards at all times, treating everyone with courtesy and respect.
- Ensure all volunteers and agency representatives are treated with dignity and respect.

Physical Demands

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Pushing		X		
Pulling		X		
Lifting		X		
Ground to waist Height		X		
Waist to Chest Height		X		
Overhead Height		X		
Carrying		X		
Sitting	X			
Standing			X	
Walking			X	
Running	X			
Stair Climbing		X		
Bending		X		
Crawling	X			
Squatting		X		
Kneeling		X		
Stooping		X		
Crouching	X			
Climbing	X			
Forward Reaching			X	
Twisting		X		
Side Bending		X		
Overhead Reach		X		
Grasping			X	
Handling			X	
Finger Dexterity		X		
Vision				X
Hearing				X
Eye-Hand-Foot Coordination				X

COMMUNICATION DEMANDS



Communication Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to co-workers				X
The position requires talking to customers				X
The position requires written communication to co-workers				X
The position requires written communication to customers			X	
The position requires talking to outside trade persons/vendors			X	
The position requires written communication to outside trade persons/vendors		X		
The position requires talking on the telephone		X		
The position requires supervising others		X		
The position requires responding to written or verbal requests of co-workers			X	
The position requires responding to written or verbal requests of vendors			X	
The position requires training/giving verbal instructions	X			
The positions requires receiving verbal instructions				X
The position requires receiving written instructions			X	
The position requires writing/composing written language		X		
The position requires reading				X
The position requires visiting/working at different		X		



Communication Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
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Position Requirements:

- Valid Hawaii Driver’s License
- Forklift Certification, (Will train and certify on the job)

Education and/or Experience:

- High School Diploma
- 1 year work experience and/or training

Language Skills:

- Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in a one on one and/or small group situations to customers, clients and other employees of the organization.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Computation of rates, ratio, and percentages, draw and interpret bar graphs. Ability to apply all concepts of bookkeeping and all generally accepted accounting procedures.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to problem solve in most situations.

Equipment, Machines, Tools, Vehicles Used:

- Ability to use Microsoft Office Programs – by usage of a computer workstation and mobile phone, including keyboard, mouse, printer, fax, and multi-line phone systems to execute tasks
- Ability to use Oracle software and Warehouse Management Software (WMS)
- Ability to use Reclaim software to accurately document program.
- Ability to operate material handling equipment such as forklifts, pallet jacks (electric/walking) and other motorized company vehicles in a safe manner.

Physical Demands:

- The physical demands described here are representative of those that must be met by individuals to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the functional use of hands to finger, handle, feel objects, tools, and/or controls; push, pull and/or reach with hands and arms; and



be able to communicate and listen. The candidate will be required to walk short distances and sit for short periods of time and occasionally required to stand. Specific vision abilities required by this job include distance vision and the ability to focus using hand eye coordination.

Work Environment:

- Require the use of computer equipment, calculator, fax, copier, and telephone.
- The noise level is moderate to loud at times.

Additional Information

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

Signature

Date

Print Name