



POSITION DESCRIPTION

Job Title: On Call Grocery Delivery Driver

Reports To: Program Director

FLSA Status: Hourly

Hours: As Needed, Wed/Thurs/Fri Weekly hours verified by Monday AM each week.

Location: Fred Meyer Beaverton/Hollywood

Pay Rate: \$15 Starting

Organization Overview:

For over 30 years, Store to Door has delivered nourishment and social connections to homebound people in our community. We support independent living for Portland area seniors and people living with disabilities by providing a low-cost, volunteer-based grocery shopping and delivery service. Our award-winning organization is the only one of its kind in Oregon. Each year, with over 1,400 volunteers, we make over 14,000 deliveries to 800+ seniors and people living with disabilities.

Position Summary: The delivery driver is responsible for driving our agency vehicle, a small cargo van, or personal vehicle and delivering client grocery orders to their homes within the greater Portland area.

Principal Duties & Responsibilities (100%):

- Ensure accurate, on-time delivery of groceries and food boxes to clients in the Store to Door program following all food safety standards and Store to Door procedures in personal vehicle and/or Store to Door vehicle.
 - Pick up groceries/food boxes from designated location
 - Ensure accurate delivery of grocery orders to clients
 - Support occasional client returns of products to the store
 - Assist clients with unloading groceries as needed
 - Assist with shopping for client orders as needed
- Foster positive social interactions with clients
- Review delivered items for accuracy of client orders and collect client payments
- Operate the agency vehicle safely and within the bounds of all laws
- Other duties as assigned

Education & Knowledge:

- High School diploma or equivalent
- Valid driver's license

Skills, Abilities & Experience:

- Vehicle and valid driver's license and insurance required to perform job duties
- Strong organizational, record keeping, time management and multi-tasking skills including the ability to set priorities and be flexible to last-minute changes



- Strong customer service skills
- Ability to work in a team environment and effectively communicate with diverse populations including minority, low income and persons with disabilities
- Ability to repetitively move 40lbs; routinely move grocery totes from one location to another and from various heights in preparation of and for the completion of grocery delivery; ability to ascend stairs and move around on city sidewalks
- Knowledge of and passion for senior services
- Must pass criminal background check

Any satisfactory combination of experience, training, and/or education that ensures the ability to perform the work may substitute for the above qualifications.

Working Conditions/Physical Demands

Fast-paced, with significant people interaction. Ability to repetitively move 40lb grocery totes from one location to another and from various heights in preparation.

Commitment to Equity

Store to Door is an Equal Opportunity Employer and strongly encourages people of color, women, LGBTQ+ individuals, veterans, those with disabilities, and those with working-class backgrounds to apply. We are working toward an equity and diversity plan dedicated to improving outcomes for communities of color and other under-served populations.

Disclaimer:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at-will” employment relationship.

Employee Signature

Date

09/14/21