

Open Hand Atlanta Job Posting

Job Title: Driver
Department/Group: Distribution
Reporting Relationship: Routing Manager
Job Category: Non-Exempt
Salary: \$15.00 per hour
Residency Requirement: Primary residence must be in the state of Georgia



Job Summary
The Driver drives the company vehicle over established routes to deliver Open Hand/Good Measure Meals to our designated locations. Driver is required to maintain clean MVR to remain eligible to drive.
Supervisory Responsibilities
None.
Duties/ Responsibilities
<ul style="list-style-type: none">• Deliver Open Hand/Good Measure Meals to clients using delivery application as efficiently as possible by reading route sheets to determine points of destination• Provide Client Services, Distribution, and clients with appropriate documentation of non-delivered meals• Responsible for maintaining and cleanliness of all distribution property (company vehicles – inside and out, transport equipment (bags, totes, ice, etc.), and Distribution area• Load assigned package meals for delivery and ensure all product counts are correct before departing facility for delivery• Inspect assigned vehicle (complete Vehicle Inspection Form) before departing Open Hand daily• Assist when needed with packaging of meals to deliver to clients• Initiate and champion LEAN work processes• Empowers self and others to take ownership of issues/complications that may arise and take appropriate action to see that issue/complication is resolved.• Delegate tasks to maximize resources and take initiative to keep workflow moving and does not wait for tasks to be assigned• Assists with training new staff
Required Skills/Abilities
<ul style="list-style-type: none">• Ability to read, write, comprehend and communicate in English• Ability to communicate to staff, volunteers and clients appropriately• Display great respect to all staff, clients, volunteers and stakeholders of Open Hand; respectfully cares for all Open Hand equipment and property• Take action in the best interest of Open Hand (safety, cleanliness, orderliness, tidiness, organization)• Adhere to all Open Hand safety guidelines, rules and regulations, company policy manual, code of conduct and attendance policy.• Take pride in having no delivery errors and high customer confidence• Respond positively to instruction and feedback• Complete tasks/projects in a timely manner and communicates status
Education/Experience
<ul style="list-style-type: none">• One year of route driving experience and current valid Driver's License
Physical Requirements
Employee must be able to lift at least 50 pounds and to stand for long periods of time. The job requires repetition.
Drug Free Workplace
Open Hand is a drug free and substance abuse free work environment. Random drug testing may be conducted by an external, neutral tester on all employees. Any perceived use of drugs or reporting to work under the influence of alcohol may be grounds for immediate dismissal.
Equal Opportunity
Open Hand is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Open Hand complies with the law regarding reasonable accommodations for handicapped and disabled employees.
How to Apply
<i>External Candidates</i> <ul style="list-style-type: none">• Email resume or completed job application to hr@openhandatlanta.org• Include the job title in the email subject line <i>Current Employees</i> – Complete Internal Candidate Application and return to Human Resources