



## Crooked Creek Food Pantry, Inc

6940 N. Michigan Road  
Indianapolis, IN 46268  
- www.ccfpindy.org -

### **Open Position Available – Box Truck Driver**

- Job Title:** Box Truck Driver  
**Reports to:** Operations Manager  
**Purpose:** Serve as a member of the food procurement team securing food donations  
**Schedule:** 20 – 29 Hours per Week  
Mondays – Fridays, 7:30 am – 1:30 pm; approximate schedule  
**Job Share:** Position is open to possible job share

In addition to securing donations at designated locations and delivering them to CCFP, responsibilities include packing totes with donated items, lifting boxes up to 50 pounds, and loading the truck while adhering to assigned routes and time schedules. Driver must be skilled at driving and backing up a box truck as well as committed to creating and maintaining positive relationships with donors.

#### **Duties**

- Pack, load, and transport donations from procurement location to the food pantry.
- Document & complete reports as necessary.
- Unload donations at the food pantry.
- Maintain cleanliness of the truck.
- Fuel vehicle and report maintenance needs.
- Operate pantry equipment as required.
- Other duties as assigned.

#### **Skills and Qualifications**

- High School education or equivalent
- Valid driver's license
- Driving record
  - Must be insurable by company vehicle insurance provider
  - Be able to provide a current copy of your motor vehicle report
  - Maintain a clean driving record during employment
- Ability to take direction
- Excellent interpersonal and communication skills
- Problem solving
- Experience preferred

**\$15.45/hour**

To apply or for further information, contact Kathy at [ExecutiveDirectorCCFPIndy@gmail.com](mailto:ExecutiveDirectorCCFPIndy@gmail.com).

As of 3-7-2025