



**Revitalize**  
Community Development Corporation

240 Cadwell  
Drive  
Springfield, MA 01104  
Tel: 413-788-0014  
[www.RevitalizeCDC.com](http://www.RevitalizeCDC.com)

## **Revitalize Community Development Corporation Nutrition Delivery Driver Part-Time**

**About Revitalize CDC:** Since Revitalize CDC's ([RevitalizeCDC.com](http://RevitalizeCDC.com)) inception in 1992, the organization has completed over 1,500 homes with the help of 10,000 volunteers investing \$54 Million into Western Massachusetts. Revitalize CDC repairs, modifies and rehabilitates homes of low-income families with children, elderly citizens, military veterans and people with special needs. Revitalize CDC focuses on making meaningful improvements on homes to help reduce energy use, save money, and create a safe, healthy and sustainable living environment for our residents and the community. Connect with us on [Facebook](#), [Twitter](#), [YouTube](#), [Instagram](#) and LinkedIn.

Revitalize CDC offers a rewarding environment for individuals interested in public health, housing, environmental justice, policy and green careers. Our staff is comprised of innovative professionals from diverse backgrounds.

### **Position Description:**

The Nutrition Delivery Driver will work in our Nutrition Program and is responsible for sorting and delivering healthy grocery boxes to low-income clients in HRSN MassHealth Programs. Drivers are required to help unload trucks from food supplier, sort deliveries, and deliver 8-10 grocery orders per day throughout Western and Central Mass. The successful candidate will work well in a busy, self-motivated environment that requires a high level of organization with attention to detail and a proficiency in multitasking and prioritizing tasks, as well as strong communication skills.

This is a part-time position that reports to the Senior Manager of Nutrition Programs. We are located at 240 Cadwell Drive, Springfield, MA. This position requires work in our warehouse and travel around Hampden, Hampshire, Franklin, Berkshire and Worcester counties.

### **Brief description of the typical functions:**

- Deliver groceries in an efficient manner, ensuring accurate and timely delivery in accordance with food safety standards;
- Supports administrative functions and assists with the operation of Nutrition Program;
- Contact clients to coordinate and schedule deliveries of food and supplies;
- Act in accordance with standards of excellence at all times including maintaining professional ethics, boundaries and client confidentiality;
- Maintain information in a confidential manner regarding all staff;
- Support other programs and staff as needed, other duties as assigned

### **Skills Required:**

- Bilingual (Spanish) preferred;
- Must be able to climb stairs, lift and carry 50-60 lbs without assistance
- Familiar with Western and Central Mass locations
- Excellent customer service skills;
- Organized, able to work independently, enthusiastic, energetic, flexible;
- Sensitivity to cultural diversity and the needs of individuals with low-incomes;
- Possess the ability to relate well with families, staff, outside agencies and the community where our clients live;
- Represent the organization in a professional manner;

Hours are typically Tu, Wed and Thurs 7:30am-3pm, schedule varies weekly. Benefits: paid time off, holidays, 401K matching plan, wellness stipend. Company cars are provided. If a personal car must be used, mileage is reimbursed at the rate of .70 cents per mile.

**Specific Requirements**

This position will be assigned duties that require the operation of a motor vehicle. The incumbent must maintain access to a motor vehicle and possess a motor vehicle operator's license valid in the State of Massachusetts with proof of insurance. This position requires Flu vaccine, COVID-19 vaccine and booster. Employment is contingent upon successful completion of Criminal Offender Record Check (C.O.R.I.) and driving record check.

Revitalize Community Development Corporation is a Drug and Smoke Free Workplace and an Equal Opportunity Employer.  
Women and Minorities are Encouraged to Apply.