



**Revitalize**  
Community Development Corporation

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

## **Part-Time Nutrition Delivery Driver**

**Pay:** From \$21.00 per hour

### **Job description:**

About Revitalize CDC: Founded in 1992, Revitalize CDC performs critical repairs on homes of low-income families with children, the elderly, military veterans and people with special needs. We improve the health and wellbeing of community members by: addressing poor housing conditions; performing assessments and interventions for adults and children with asthma; and offering a Nutrition Rx program in conjunction with local health care partners to address food insecurity and chronic health conditions.

We provide free critical repairs, modifications, and rehabilitation on the homes of low-income families with children, the elderly, veterans, and individuals with disabilities; help bridge food insecurity gaps through delivery of fresh foods; and position community members toward healthier lives through education and support for chronic conditions like asthma and diabetes

### **Position Description:**

The Nutrition Delivery Driver will work in our Nutrition Rx 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;

*Preserving affordable homeownership and revitalizing our community*



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- 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 Tues, Wed and Thurs 7:30am-3pm, schedule varies weekly. Company cars are provided. If a personal car must be used, mileage is reimbursed at the rate of .72 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. 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.

Job Type: Part-time

Benefits:

- 401(k)
- 401(k) matching
- Flexible schedule
- Paid time off

Work Location: On the road