



Job Title: Family Services Support/Van Driver
Location: Brashear CARES Center **Reports to:** Executive Director
FLSA Status: Hourly, non-exempt **Reviewed Date:** 08/2025

Job Summary:

The Brashear Association, Inc. is looking for an energetic and motivated individual to add to our team. The **Family Services Support/Van Driver** supports the operation of the Brashear Food Pantry and the Youth Education Department. When working in the Food Pantry, Drivers will primarily be responsible for loading the van and delivering packages to residential customers on a designated route to ensure that recipients receive their packages and other items in a timely manner. This person is also responsible for collecting packages and assisting the Pantry Services Support person with sorting, organizing, and delivering packages of food for equal distribution to clients; and operate the van in a safe, efficient manner. When supporting the Youth Department, Drivers are responsible for transporting children to and from school along the designated route before and after school, after youth programs end and for scheduled field trips.

The position is primarily based in the Brashear CARES Center and travels to the Southside, Arlington, Allentown, Knoxville and other Hilltop communities. The Van Driver reports to the Executive Director.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Provide safe transportation for children in the various programs according to the assigned schedules
- Arrange and transport packages to and from destinations in a timely manner
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Ensure that the vehicle is always fueled and ready for use
- Keep mileage records and repair records up-to-date
- Arrange for vehicle repairs as needed; e.g. inspections, breakdowns, routine maintenance
- Follow the best practices for safety, both on the road and while loading or unloading the van
- Comply with safety laws and best practices for transporting materials
- Fulfill administrative needs, like tracking participants, shipments and deliveries
- Communicating with other staff members to schedule pickups and make deliveries
- Interact with clients professionally at all times
- Obtaining client or customer signatures when needed

Required Skills/Abilities:

- Possession of a valid driver's license and at least one year of driving experience to perform the job safely; Clean Motor Vehicle record. No at-fault accidents in the past 18 months
- Excellent vision and hand-eye coordination to stay safe while driving
- Excellent navigation skills and proficiency in using navigation applications to find delivery locations
- Time management and organizational skills to keep track of pickups and deliveries to stay on schedule
- Physical ability to lift heavy packages and objects as well as be able to load and unload them from the vehicle
- Available to work a standard 40-hour workweek and overtime when required
- Must be willing to consent to a drug screening
- Exceptional communication and interpersonal skills to interact with clients, staff and supervisors

Education and Experience:

- High school diploma or equivalent.
- Must completely satisfy certifications for Greater Pittsburgh Community Food Bank training, ServSafe, and other trainings or certifications as necessary.
- Track record of working successfully in teams,
- Follows confidentiality of participant information,
- Must have reliable public or private transportation,
- Must obtain all clearances within two weeks prior to employment. (Please provide the Youth Education Coordinator with original receipts, for reimbursement costs of purchased FBI and Child Abuse Clearance.)
 - [FBI Fingerprints](#)
 - [Child Abuse/Welfare](#)
 - [NSOR - National Sex Offenders Registry](#)
 - [PA Criminal Background Check](#)
 - [Mandated Reporter](#)
 - [DHS Form](#)

Physical Requirements:

- Must be able to lift up to 50 pounds at times, without assistance.