

Job Title: Driver/Warehouse worker

Qualification:

Must have a Christian testimony as per staff manual, developing experience in witnessing faith in Jesus Christ:

All employees of Springfield Victory Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through emergency and educational services. All employees are Christian missionaries and are required, from time to time, to participate in Chapel services, outreach ministries, Bible studies and prayer times. Because of the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintains a Christian testimony of their faith and experience in Jesus, and a lifestyle that is above reproach. What an employee does on their own time may seriously affect his/her ability to perform these types of ministries, which are an important part of their job.

NOTE: All drivers must possess a current/valid driver's license

Abilities:

- Must have some experience in driving a vehicle approximately 16 feet in length or more.
- Must possess a clean driving record of at least 5 years and be approved by SVM Insurance Company
- Must possess a reasonable grasp of driving directions and the ability to read maps
- The ability to follow instructions
- The ability to communicate well with the general public
- A positive and helpful attitude
- Ability to multi-task
- Ability to take on new assignments as determined by the Warehouse Manager

Responsibilities:

- Reports directly to the Warehouse Manager
- Responsible for completing a daily maintenance sheet and insuring that all fluid levels and tire pressure are at acceptable levels and that all mechanical parts are working properly.
- Reports any problems with vehicle to the Warehouse Manager
- Reports any problems with the route to the Warehouse Office Manager
- Responsible for their conduct and that of their co-workers when meeting with the public
- Responsible for the safe loading and unloading of the assigned vehicles.
- Responsible to contact Supervision immediately if there are any questions or problems with any of their pick up sites.
- Must insure that all loads coming off of the truck have been properly placed within the warehouse before returning to their route or parking the truck at the end of their shift.

- Drivers and helpers report to the Warehouse Manager immediately upon returning to the warehouse for instructions. If returning early, drivers and their helpers will be assigned to the Warehouse Supervisor to work within the warehouse.
- Drivers and helpers report directly to the Warehouse Manager at the end of their shift to determine if they can leave for the day
- Must maintain their assigned vehicle in a clean manner, with no clutter or debris left in the cab or box of the vehicle.
- Drivers may be assigned to the warehouse instead of a route and will be expected to complete assignments as designated by the Warehouse Supervisor.