

Springfield Victory Mission

Job Title: Driver and Warehouse Support, Donation Center
Department: Donation Center
Reports To: Warehouse Manager
FLSA Status: Non-Exempt
Salary Grade: Dependent on Experience
Date Revised: 09/19/2017

Essential Job Functions:

To drive a truck up to 16 feet within urban and rural areas. The job entails loading and unloading vehicles. To offer support within warehouse as needed. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Springfield Victory Mission services.

Supervisory Responsibilities and Relationships:

The driver will need to work within a team/partner situation while on the vehicle. He may be called to supervise volunteers.

Qualifications:

A minimum of a high school education is preferred. A good driving record that meets our insurer's requirements is a must. A Class E license is preferred by Mission will assist in obtaining.

- All drivers must possess a current/valid driver's license
- Must be able to report to work in a consistent and timely manner
- Must have 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

Essential Functions:

- 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 Supervisor 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
- Drivers and helpers report to the Warehouse Manager immediately upon returning to the warehouse for instructions.
- 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
- When not scheduled on a truck, will assist in the warehouse as directed by the Warehouse Manager

Personal Attributed and Values:

- Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him
- Be a consistent witness for Jesus Christ; Possess and demonstrates excellent integrity
- Exhibits spiritual maturity as defined by evangelical biblical standards
- Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting
- Demonstrates a courteous and Christ-like manner with internal and external partners

Equipment Used:

- Trucks up to 16 feet in length.
- Forklift (will be training as needed)

Equipment Used:

With any position at Springfield Victory Mission it is impossible to predict the many requests and assignments that can and will be made on an employee. Typically the employee will be asked to sit for an extended period of time, move from place to place, interact with other staff, and lift items up to 50 pounds during shift throughout the day.

I understand and agree that I am capable and equipped to do these job duties:

Signature