

Job Title: Driver and Warehouse Support, Donation Center

Department: Donation Center

Reports To: Donation Center Manager

FLSA Status: Non-Exempt

Salary Grade: Dependent on Experience (\$7.85 - \$9.00)

Date Revised: 10/8/2017

**Essential Job Functions:**

To drive a truck in length up to 24 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 ensuring 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 Attributes 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

Job Type: Full-time

Salary: \$7.85 to \$9.00 /hour

Experience:

- Warehouse: 1 year (Preferred)