

## **Waterfront Rescue Mission**

### Job Description

**Retail Job Title:** Medium-duty Truck Driver  
**Department:** Retail Services  
**Reports To:** Assistant Manager

#### **Summary:**

Drives ministry's trucks to donor locations and picks-up donated items. Performs all preventive maintenance checks and informs supervisor of items needing repair and items that create safety deficiencies. Perform all reasonably related duties as assigned.

#### **Duties:**

- Performs daily inspection of truck using the DOT inspection form.
- Routes out the pick-up(s).
- Operates truck to acquire donations for the ministry.
- Makes determinations regarding if the donations are acceptable based on WRM's quality standards.
- Loads and unloads donations in a systematic way that promotes best use of space and minimizes damage to the donated items.
- Must be able to communicate with donors in a professional manner.
- Fills out daily reports regarding vehicle routes and donation.
- Maintains professional appearance and hygiene.
- Maintains appearance of the truck.
- Maintains all equipment used on the truck (straps, dollies, furniture covers).
- Provides excellent customer service while assisting customers.

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Christian Values Commitment:** Must respect and uphold the mission and values of the ministry and possess high level of ethics, honesty and character.

**Education and Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Must be able to obtain and maintain CDL.

#### **Knowledge, Skills & Abilities:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information situations to customers, clients, and other employees of the organization.
- Must have basic math skills and ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Must have regular attendance on the job.
- Must support the goals of the Mission.
- Must be willing to sign the Waterfront Rescue Mission's Statement of Mission and Values.
- Must have the ability to form effective working relationships with supervisors, clients, other staff members and the public.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to manipulate; reach with hands and arms and to speak and listen. The employee is frequently required to stand and walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include depth perception. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.

**I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position.**

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**Name**

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**Date**