

Job Description
(Rev. Jan. 2, 2007)

Position Title: **Driver**

Reports to: **Manager, Thrift Store**

Department: **Community Outreach Services – Thrift Store**

Status: **Full Time (Non-Exempt)**

Summary:

Responsible for safely driving trucks and/or vans for pick-up and delivery of donated items, ensuring the safety of the public, CCCS employees, limiting liability to CCCS and moving materials as directed.

Duties and Responsibilities:

1. Courteous and professional discharge of pick-up and delivery services to the CCCS Thrift Store.
2. Safe operation of trucks and/or other vehicles ensuring the safety of staff, the public and limiting liability to CCCS.
3. Use proper lifting and moving techniques to minimize injury.
4. Loading and unloading of vehicles as needed, including pick-up of materials from donor's residences, and per store policy and procedure.
5. Provide good donation stewardship through careful handling of donations, ensuring that all donations are treated as valuable and arrive to the store in excellent condition.
6. Ensure that all donations are delivered to the store and report any theft, large or small. Failure to report theft will incriminate yourself as well as the perpetrator.
7. Maintain accurate records and receipts of all donated items and submit daily for review.
8. Communicate en-route with dispatcher concerning pick-ups, deliveries and schedule updates, in particular when scheduled pick-ups cannot be made for any reason.
9. Meet with dispatcher daily to discuss and plan routes, pick-ups and deliveries.
10. Promptly relate to supervisor any concerns related to donor satisfaction, risks to personal or public safety and any parking tickets, moving violations, or unsafe driving.
11. Minimize parking tickets or violations by observing all parking and traffic laws.
12. Other duties as assigned.

Education, Skills, Competencies and Experience Required:

1. High School Diploma or GED certificate.
2. Minimum of three years experience driving vehicles comparable to our current vehicles, with a safe driving record for a moving/thrift/similar NPO or storage related business.
3. Must be fluent in English, Spanish also preferred.