

TITLE: Driver/Warehouse-Part Time 20-30hours per week

PROGRAM/DEPARTMENT: Thrift Store

PRIMARY FUNCTION/PURPOSE

Assigned to perform scheduled donation pick-ups from various donors. For the Thrift store as well as needed for The Children's Shelter main office and other TCS facilities when needed. To include general housekeeping maintenance and keeping Thrift store parking lot and grounds keeping..

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Thrift Store driver with scheduled donation pick-ups and deliveries when needed.
- Ability to work individually.
- Knowledge of doing pick-ups using the Ferguson map book.
- Assist in all areas of a warehouse environment.

GENERAL EXPECTATIONS

- Assist in daily donation pickups as well as ability to do pickups individually.
- Ability to assemble brand new and used furniture
- Able to maintain a safe and clean warehouse
- Assist donors with donation drop offs in a pleasant and friendly atmosphere.
- Sort donations
- Hang clothing to be put out in store
- Sweep, vacuum and mop facility as well as clean glass and windows as needed
- Grounds keeping including all areas of parking lot.
- Cashiering when needed.
- Ability to handle money.

REQUIREMENTS

- Ability to lift 60 pounds without strain
- High school diploma or equivalent
- Favorable background check
- Drivers license with good driving record
- TB test annually
- Willingness and ability to work effectively with others
- Attend occasional training when needed
- Basic knowledge of safety codes and regulations and follow all rules and street signs
- Knowledge of City
- Able to drive a box truck with little or no supervision
- Ability to engage and communicate effectively with persons from diverse cultures & communities, as well as from different groups, including children, their parents, agency colleagues, support staff, supervisors, administrators, and the judicial system.
- Must meet age requirement

DESCRIPTION OF THE WORKING ENVIRONMENT

Ability to work in any weather environment, as well as drive safely and cautious in all types of weather conditions. Ability to work in a warehouse environment and able to work a schedule during Thrift Store hours.

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervisor: David Salas / Lindsay Wilson
Supervises: Staff

Employee: Print Name Signature Date

Supervisor: Print Name Signature Date