

JOB TITLE: Thrift Store Truck Helper  
REPORTS TO: Logistics Manager  
DEPT: Thrift Store Processing

STATUS: REG/FT/NE  
SCHEDULE: Generally 8am-4pm M-F, some W/E  
As assigned, up to 40 hrs per week  
REVISED: 8/13/2021

*Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.*

### **SUMMARY OF POSITION:**

Under the supervision and direction of the assigned WSRM Truck Driver, safely and courteously assist with pick-ups and deliveries between Donors, Thrift Store buyers, and WSRM.

### **DUTIES AND RESPONSIBILITIES:**

- Help the driver in all aspects of the truck pickup and delivery process.
- Receive and follow instructions from the WSRM Truck Driver regarding pick-ups and deliveries.
- Responsible for getting out of the truck upon arrival at each stop and guiding the driver into the parking spot.
- Responsible for placing the wheel chock down before the truck is opened up.
- Responsible for helping the driver secure each load inside the truck before leaving for the next stop.
- Assist in the loading and unloading of the truck.
- Help the driver clean interior and exterior of truck on a weekly basis, or as needed.
- Responsible for providing respectful, courteous service with a “can do” attitude.
- Interact with and respond to donors, customers, WSRM employees and guests in a professional, helpful manner.
- Responsible for being neatly groomed to represent WSRM in a professional manner at all times.
- Additional duties as assigned.

### **EDUCATION/EXPERIENCE:**

- Must be at least 18 years old.
- High school diploma or GED preferred.

### **SKILLS AND QUALIFICATIONS:**

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Highly trustworthy and conscientious – dependable and responsible.
- Must be able to read, write and perform basic mathematical computations.
- Able and willing to receive and follow instructions.
- Personable, courteous, respectful and professional in interactions with others.
- Able to safely complete duties in a timely manner.
- Knowledge of safe handling and lifting techniques.
- Knowledge of Triad area and able to read a map.

**WORKING CONDITIONS/PHYSICAL FACTORS**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

- Lifting/Loading up to 50 lbs. individually, more with help - Frequently
- Requires working in inclement weather
- Sitting, bending, reaching - Frequently

**EQUIPMENT/TOOLS USED:**

- Hand-truck/Dolly
- GPS
- Lifting Harness
- Radio
- Phone

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Employee Signature

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Date