

JOB TITLE: Food Service Driver
REPORTS TO: Logistics Manager
DEPT: LBC

STATUS: REG/PT/NE
SCHEDULE: up to 29 Hrs/Wk; Tues-Sat
REVISED: 02/10/2023

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 Logistics Manager, safely and courteously pick up donations from designated donors and deliver to WSRM.

DUTIES AND RESPONSIBILITIES:

- Follow route information and other instructions given for donation pick-ups.
- Determine whether a donation can be accepted and courteously communicate such to the donor.
- Responsible for making sure vehicle has been fueled, fluids checked, and inspected before departure time.
- Responsible for load being safely secured and road-worthy. Perform a final check on load before any departures.
- Coordinate with Food Service Manager and the Community Outreach Manager to establish and implement systems for storage of goods and donations within the WSRM property after it is delivered from pick-ups.
- Assist in the unloading of goods after donations are delivered to the warehouse.
- Operate WSRM vehicles at all times in a safe manner, complying with all laws and WSRM policies.
- Clean interior and exterior of vehicle on a daily basis.
- Visually inspect vehicle on a daily basis, for any needed repairs or maintenance. Record any pending needs on the daily log. Communicate “emergency needs” (flat tire, slow starting, etc.) immediately.
- Communicate with Logistics Manager about any problems that may arise including delays in pick-ups or deliveries, donor concerns or incidents involving WSRM vehicles or personnel as these relate or interfere with safe or efficient fulfillment of driver duties.
- Provide training, supervision, and feedback to residents as part of their work therapy, emphasizing character and work ethic-based traits.
- Complete all recordkeeping, documentation, and paperwork as required.
- Responsible for providing professional, helpful, and courteous service with a “can do” attitude.
- Will be neatly groomed and represent WSRM in a professional manner at all times.
- Assist with deliveries as needed.
- Additional duties as assigned.

EDUCATION/EXPERIENCE:

- High school diploma or GED required.
- 2 years previous driving experience (commercial van) required, including driving in inclement weather.
- Box Truck driving experience preferred.
- Forklift experience preferred.

SKILLS AND QUALIFICATIONS:

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Valid North Carolina driver’s license; acceptable motor vehicle record.
- Must be at least 25 years old for vehicle insurance requirements.
- 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 Triad area and able to read a map.
- Knowledge of safe handling and lifting techniques.

WORKING CONDITIONS/PHYSICAL FACTORS

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

- Lifting/Loading up to 50 lbs. individually, more with help - Frequently
- Requiring working in inclement weather
- Sitting - Frequently
- Bending - Frequently
- Reaching - Frequently

EQUIPMENT/TOOLS USED:

- Hand-truck/Dolly
- Phone
- Forklift
- GPS

Employee Signature

Date