

JOB TITLE: Truck Driver  
REPORTS TO: Logistics Supervisor  
DEPT: Thrift Store Processing

STATUS: REG/FT/NE  
SCHEDULE: 40 hrs per week, Occasional W/E  
REVISED: 9/13/2023

*The 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 Supervisor, safely and courteously pick up donations from designated donors and deliver to WSRM, and also deliver purchases made in the Thrift Store.

### **DUTIES AND RESPONSIBILITIES:**

- Receive and follow instructions and route information regarding donation pick-ups and deliveries.
- Determine whether a donation can be accepted and courteously communicate such to the donor.
- Responsible for load being safely secured and road-worthy. Perform a final check on load before any departures.
- Coordinate with Logistics Supervisor to ensure any uncommon donations are properly communicated to Thrift Store Management.
- Ensure related donation items are physically kept together with their components upon loading and unloading.
- Assist in the unloading of goods after donations are delivered to the dock area of the Thrift Store and elsewhere on WSRM property.
- Responsible for making sure vehicle has been fueled, fluids checked, and inspected before departure time.
- 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 bi-weekly 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 supervisor 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 respectful, courteous service with a “can do” attitude; interact with and respond to WSRM employees and guests in a professional, helpful manner.
- Represent the 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 box truck driving experience required, including driving in inclement weather.

**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.
- 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
- Requires working in inclement weather
- Sitting - Frequently
- Bending - Frequently
- Reaching - Frequently

**EQUIPMENT/TOOLS USED:**

- 18’, 20’, 26’ Box Trucks
- GPS
- Lifting Harness
- Hand-truck/Dolly
- Forklift
- Computer
- Radio
- Phone

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Employee Signature

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Date