



JOB DESCRIPTION

Job Title: Driver	Department: Warehouse Distribution	Location: 200 Macdonald Ave.
Reports To: Manager of Warehouse & Distribution	FLSA Status / Salary Grade: Non-Exempt Date : September 2014	
Full-time ___	Part-time <u>X</u>	Seasonal/Temporary _____

Summary of Position:

Under the supervision and direction of the Manager of Warehouse & Distribution, safely and courteously pick up and/or coordinate the pick-up of donations from designated donors and deliver to Bay Area Rescue Mission. Possess the ability to operate Warehouse machinery including forklifts, baler and moving equipment. This employee must be able to generate, log, and file receipts and paperwork that pertain to donation activity.

Duties & Responsibilities:

- ❖ Coordinate and schedule donation pick-ups.
- ❖ Responsible for providing respectful, courteous service; interact with and respond to BARM donors, employees and guests in a professional, helpful manner.
- ❖ Complete all recordkeeping, driver logs, documentation, and paperwork as required.
- ❖ Pickup and deliver Gifts-In-Kind to partnering agency clients as directed by Manager of Warehouse & Distribution.
- ❖ Receive and follow instructions and route information regarding donation pick-ups.
- ❖ Responsible for making sure vehicle has been fueled, oiled and inspected before departure time.
- ❖ Work with program men to provide leadership and teach work ethic skills.
- ❖ Responsible for load being safely secured and road-worthy. Perform final check on load before any departures.
- ❖ Operate BARM vehicles at all times in a safe manner, complying with all laws and BARM policies.
- ❖ Ensure all donation pick-ups arrive back at BARM at the designated area in a timely manner.
- ❖ Clean interior and exterior of vehicle routinely.
- ❖ Visually inspect vehicle on a daily basis, for any needed repairs or maintenance. To the extent that the driver is able, make small repairs. Record any such repairs in driver log provided by BARM that is in a binder in the vehicle.
- ❖ Responsible for timely reporting to supervisor regarding any maintenance or repair needed or performed.
- ❖ Communicate with supervisor about any problems that may arise including delays in pick-ups or deliveries, donor concerns or incidents involving BARM vehicles or personnel as these relate or interfere with safe or efficient fulfillment of driver duties.
- ❖ Work with Manager of Warehouse & Distribution to complete and submit Incident/Accident reports, insurance claims and police reports within 24 hours to VP of Programs and appropriate reporting agencies.
- ❖ Complete and submit monthly statistics and reports.
- ❖ Comply with BARM Vehicle Policy
- ❖ Be neatly groomed and represent BARM in a professional and courteous manner at all times.

Skills and Qualifications:

- Christian with a compassion for the homeless, addicted, and mentally ill
- Valid California 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 the Bay Area and able to read a map
- Physically fit, knowledge and use of safe handling and lifting techniques
- Requires the ability and willingness to work flexible hours including some weekend hours

Working Conditions/Physical Factors:

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

Requires working in inclement weather and occasional odd hours

Sitting – *Frequently*

Lifting/Loading up to 50 lbs independently, more with assistance - *Frequently*

Bending – *Frequently*

Reaching - *Frequently*

Equipment/Tools Used:

Computer

Phone

Pallet Jack

Forklift

Dolly

Education/Experience:

High school completion or equivalent

One year previous related driving and/or warehouse/loading experience

Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.

Signature

Printed Name

Date