

Truck Driver

General Job Description:

Truck Driver: This is a full-time position working under the supervision of the Thrift Store Manager.

Duties and Responsibilities:

- Works under the direction of the Thrift Store Manager.
- Picks up and delivers large to medium sized items, including furniture and other household items.
- Works in the warehouse and on the sales floor when not out on the truck for pick-ups and deliveries.
- Trains, residents, volunteers and employees to assist with daily job duties.
- Works with clients assigned to the Thrift Store and ensures their general well being while working.
- Maintains store area, including storage areas and parking lot.
- Provides outstanding customer service during pick-up and delivery with donors and customers.
- Performs daily maintenance checks before, during and after operating the Crossroads Rescue Mission delivery/pick-up vehicle and other equipment; reporting any discrepancies to the Store Manager.
- Perform all job duties in conformance to appropriate safety and security standards.
- Completes all reports and documentation required and verifies all receipts.
- Maintains confidentiality according to federal and state regulations, CRM policy and procedures and contractual obligations.
- Develops, plans and follows the plan for professional development and self-monitored skill building.
- Attends, completes, and participates in all trainings whether on-line, classroom, individual or other means of learning.
- Perform any other tasks assigned to support and improve the overall team operations.

Qualifications:

- A high school diploma or a G.E.D.
- Two years working in thrift store settings or relevant work experience.
- A valid driver's license issued by the State of Arizona.
- A clean driving record going back a minimum of three years.
- Ability to understand both written and oral communications.
- Ability to communicate effectively with others.
- Ability to work independently.
- Must have a strongly held conviction in the Christian faith,

Crossroads Mission Policy and Procedures, 2010-2011

SALES: Job Description – Truck Driver

- Must be available to work weekends and special events on occasion.
- Ability to perform heavy manual tasks, including lifting a minimum weight of 50lbs with or without accommodation.
- Must be able to obtain a Fingerprint Clearance Card.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualification associated with this position.

Employee Signature:

I understand the duties described in this job description and possess the required experience, education and credentials.

I agree to a rate of pay of \$_____ per hour/year.

Staff Member

Date

Thrift Store Manager

Date