



Sister Carmen Community Center
Job Description
Temporary Driver/Warehouse Assistant

Job Reports To: Facilities/Operations Manager
Starting Salary: \$18-\$20

Job Description Summary:

Responsible for driving delivery truck to pick up merchandise and/or food donations and deliver to donors, Thrift Store and Aspen Ridge. Assisting in organization and planning of the Warehouse. This position reports to the Facilities/Operations Manager. This is a temporary position May-August.

Essential Functions:

(An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the functions which the employee may be expected to perform)

1. Coordinates with the Facilities/ Operations Manager
2. Drives the truck to scheduled store pickups. Cultivates strong relationships with vendors.
3. Monitor traffic conditions to avoid delays.
4. Read and interpret maps and GPS directions.
5. Unloads the truck and places merchandise in the Food Bank, Thrift Store, or Donations Area.
6. Treats all donors with courtesy- accepts donations, offers receipt, and thanks the donor.
7. Completes route logs and reports.
8. Builds and maintains quality, effective working relationships with internal and external customers.
9. Acts with customers and donors in mind and is dedicated to meeting their expectations.
10. Uses good interpersonal skills and treats everyone with dignity and respect.
11. Promotes and demonstrates teamwork and cooperation.
12. Assists in the organization and planning of the warehouse.
13. Assists in properly disposing recycling/trash.
14. Assists with inspections of buildings, follows safety protocol and informs staff of any concerns or problems.
15. May be trained to use hand-jack and forklift.
16. Immediately advises supervisor of significant and unexpected problems.
17. Open to and supportive of new ideas and process improvement of systems and

Driver

procedures.

18. Ensures the vehicles are clean and in good repair.
19. Assists with loss prevention in the thrift store and donations area. Reports any suspicious behavior, incidents or theft, or unauthorized possession/removal of SCCC property.
20. Supervises volunteers and community service workers on the truck.
21. Assists customers and donors with loading and unloading of merchandise when needed.
22. Abides by all Colorado Motor Vehicle laws.
23. Practices Department of Transportation safety regulations and safety standards.
24. Adheres to and upholds safety workplace practices; demonstrates responsible use of SCCC Information Technology equipment and adheres to SCCC IT protocols.
25. Abides by SCCC Driving and Traffic Policy.
26. Attends at least 80% of All Staff and In Service meetings.
27. Other duties as needed and assigned.

Other Functions:

Minimum Job Requirements/Competencies:

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. May perform other duties as assigned. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HS diploma or GED

Proven working experience as a delivery driver

Must possess excellent customer service skills and be able to effectively interact with a diverse array of people.

Able to up to move 50lbs. on a regular basis, team assistance on lifting more than 50 lbs.

Possess and maintain valid driver's license

Possess and maintain clean Motor Vehicle Record

Excellent organizational and time management skills

Passionate about fostering understanding on how to build a more balanced organization and community for all stakeholders.

Shows commitment to valuing different perspectives and contributing to a respectful and supportive working and learning environment.

Be open minded to change and learning

Desired Qualifications:

Bi-lingual English/Spanish

Basic knowledge of maintenance repair and basic knowledge of landscaping.

PHYSICAL DEMANDS: Constant sitting; Frequent moving; Positions self to get the necessary work done. Frequent moving up to 50 lbs with assistance of another team member

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WORK ENVIRONMENT: Warehouse environment, highway and residential driving
28-32 hours Monday-Friday

Benefits:

This position does not offer employer-provided benefits. Employees receive paid sick leave and are covered by FAMLI leave as required by law

Position will remain open until filled

To apply please send a resume and cover letter to marial@sistercarmen.org.

Driver