



Light Truck Driver and Furniture Mover

Job description

Job Types: Part-time with potential for full-time employment

Pay: Starting at \$15.00 per hour

Summary

All employees of the St. Vincent de Paul Thrift Store in Columbus are important to the success of our mission. All that we do and all the profit that we raise goes to the Society of St. Vincent de Paul to help us carry out our mission to help our neighbors in Central Ohio who are struggling.

Our drivers and drivers' helpers are the face of the Society of St. Vincent de Paul in public settings outside the store. You will represent us as you pick up donations from the homes of our donors, and from the vendors with whom we have partnerships around the Central Ohio area. The most important qualifications you can exhibit as you interact with the public are respect and friendliness to our neighbors.

Additionally, qualified applicants are expected to safely drive a box truck to transport donated and purchased goods to and from specific destinations. Regular attendance is a necessary and essential function of carrying the expected tasks.

OVERVIEW

We are seeking one new employee to drive our box truck. You may occasionally be asked to drive our store pick up and haul our trailers for donation events. You will be responsible for the efficient movement of donations from our donor locations to our St. Vincent de Paul Thrift Store in Columbus. Drivers are seen as representatives of St. Vincent de Paul and must be polite and professional in all their dealings with our customers, donors, coworkers, neighbors, vendors, and organizational colleagues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Driver Responsibilities:

- Drives our box truck to pick up and deliver donations from local donors to the store as well as pick up and deliver merchandise from vendors to the store, to our storage facilities, and occasionally to a small number of customers.
- Follows the direction of the management team and can work independently when on road
- Communicates regularly with Manager to report problems, report non-pickups, or receive new pickup requests
- Uses cell phones only when parked and follows all employee policies related to cell phone use.
- Contacts each donor prior to pick up with estimated time of arrival
- Assists with loading and unloading the truck or trailer manually, using proper and safe lifting techniques, and uses appropriate equipment, as needed

- Properly secures donated cargo as required
- Understands that all picked-up donations and merchandise are the property of the St. Vincent de Paul Thrift Store
- Assists at donor drive events as assigned
- Understands that there is some merchandise that we do not accept as donations and follows that policy when picking up donations from donors' homes.
- Immediately reports all accidents or incidents involving company equipment, including all moving violations received in company vehicle to the manager. All moving violations received while driving your personal vehicle should also be reported to the manager.
- Understands and follows box truck driving regulations and Ohio rules of the road
- Completes driving schedule in a timely manner
- Presents a professional image with donors and staff in appearance (wears proper St. Vincent de Paul uniform), performance, and communication
- Reports to Manager any performance issues with the Driver Helper
- Other duties as assigned

Reports and Equipment Responsibilities:

- Cleans cab and sweeps out trailers; inspects truck and reports needed repairs and scheduled maintenance
- Checks fluids and fuels as needed
- Returns SVdP tools (dollies, ladders etc.) to proper storage and reports to manager items needed for repair or missing.
- Keeps accurate records of stops and delays

Ancillary Job Functions

- Provide a high level of customer service to our donors, vendors, and other customers
- Perform other duties as assigned including helping with daily store tasks

Experience – A valid Ohio Driver's License in good standing is required. The driver's interactions with the management team, our donors, business contacts and customers requires excellent verbal communication skills. The driver, as the team leader, should be able to articulate the Thrift Store's mission to our donors, organize and prioritize tasks and work independently when on the truck. The driver is also expected to make responsible decisions, use good judgement and think quickly in stressful situations.

The Truck Driver position is open to applicants who do not have a high school diploma. Veterans are encouraged to apply. This position is a good opportunity for applicants with gaps in their resume, who have been recently unemployed or those who are just entering the workforce.

Work Environment refers to the elements that comprise the setting in which employees work. Truck Drivers can expect to be:

- Exposed to moderate to loud noise levels.
- Subjected to hazardous traffic conditions and varying, inclement outdoor weather conditions.
- Exposed to mechanical oils and fumes.
- Expected to take all safety precautions when working near moving mechanical parts and in potentially dangerous physical situations.

Physical Abilities that are associated with successful performance of the Truck Driver position are listed below. These must be met and are considered essential elements of the job.

- Must be able to sit, stand, walk, climb, balance, stoop, kneel, crouch, grasp, push, reach, and bend.

- Must be able to operate a box truck.
- Must be able to lift and move 50+ pounds on a regular basis and lift higher weights occasionally
- Regular attendance is a necessary and essential function of carrying the expected tasks.

Job Types: Part-time with the possibility for advancement to full time, Monday – Friday, Daytime Hours

From \$15.00 - \$16.00 per hour based on experience

Benefits:

- Employee discount
- Paid time off
- Paid training

Schedule:

- Day shift

License:

- Ohio Driver's (Required)