



<i>Position Title:</i>	Driver/Warehouse
<i>Reports To:</i>	Executive Director
<i>Position Status:</i>	Non-Exempt
<i>Revision Date:</i>	03/27/2019

Position Overview

The Driver visits various local sites to pick-up, transport, and drop of goods donated to Project 150. He/She will represent the organization in a professional manner aiming at increasing visibility, while strengthening customer relationships and providing courteous service.

Position Responsibilities

Manage various products and merchandise responsibly while in the act of loading, unloading, or transporting items, ensuring that cargo is properly secured to avoid damage. Assist in warehouse when not driving.

Operational Services

- Create route and time schedule based on requests for pick up.
- Present bills and receipts and collect paperwork for goods picked up and/or loaded.
- Load and unload trucks, vans, or automobiles as required either with or without assistance, with or without mechanical freight handling equipment. Properly perform task to assure safety and to prevent damage to merchandise.
- Accurately complete and submit all necessary daily paperwork and reports.
- Maintain organized warehouse and inventory control.
- Ensure warehouse is free of clutter and clear access to doors and exit points are free of debris.
- Be willing and able to perform tasks without direct supervision.
- Comply with supporting policies, standards and applicable process documentation.
- Performs warehouse duties when not driving.

Communication & Customer Relations

- Create, respect and maintain the relationship of trust required to obtain a high level of security access to offices, homes, and properties without supervision.
- Reinforce marketing messages through daily conversations with customers. Work to understand and support targeted growth plans.
- Provide feedback to Executive Director on specific customer concerns.

Vehicles & Safety

- Follow all applicable traffic laws and safety lifting, loading and unloading procedures.
- Follow DOT regulations and safety standards.
- Read maps and follow written or verbal geographic directions. Must have a thorough understanding of the area's street grid and know which roads allow trucks and which do not.
- Provide a positive representation of the company by demonstrating safe, responsible driving practices. Operate company vehicle in a safe manner by applying knowledge and skills in



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maneuvering vehicle at varying speeds in difficult situations such as heavy traffic, inclement weather, or in tight loading dock areas.

- Perform pre-trip, en-route and post-trip inspections on equipment. Ensure equipment defects are reported immediately. Schedule routine truck maintenance with Executive Assistant.
- Promptly report all accidents involving driver or company equipment and any delays due to customers, breakdowns, weather or traffic conditions, or other emergencies, or any irregularities relating to pick-up or delivery of freight.
- Obey traffic laws and follow established traffic and transportation procedures.
- Keep truck and associated equipment clean and in good working order.
- Maintain records, such as vehicle logs, records of cargo, or statements, in accordance with regulations.
- Report serious mechanical problems to the appropriate personnel.

Requirements

- Legally eligible to work in the United States.
- Must be 25 years of age or older with a clean driving record.
- Have 3 or more years experience driving 26' or larger box trucks.
- Excellent organizational and time management skills.
- Demonstrate dependability and self-motivation.
- Read, write, understand, and communicate clearly in English.
- Maintain high level of personal integrity and reliability.
- Must be flexible on working hours and locations with the ability to adapt to different work environments.
- Maintain confidentiality with sensitive information.
- Willingness to work cooperatively with team members.
- Detail-oriented, organized, flexible, high-energy and ability to learn quickly.
- Constant mental alertness and attention to detail.
- Can organize and prioritize workload in order to meet deadlines.
- Able to work well under pressure.
- Exercises good judgment and common sense.
- Use caution and safety measures when performing all duties.
- Must use good reasoning skills at all times.
- Must be able to enter work notes into the computer quickly and accurately using good grammar and using appropriate writing skills.
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Physical Requirements

- Must be able to accurately read gauges and dials.
- Must be able to enter and exit the vehicle's cab using footholds and handholds.
- May be exposed to heat, cold, dust, irritants, etc.
- Must be able to speak, talk, hear and have close visual acuity.



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- Must be able to carry, push, pull and lift up to 50 lbs. occasionally and up to 100 feet.
 - Will be required to stoop, twist, balance, bend, climb, crouch, kneel and reach.
 - Frequent standing and walking over uneven surfaces.
 - Able to perform repetitive motion of wrists, hands, and/or fingers.

Education & Experience

- High school diploma or equivalent.
- 3 years of experience as a driver of a truck of up to 26,000 Gross Vehicle Weight.
- Valid driver's license with appropriate designation for operating a vehicle of Non-CDL weight up to 26,000 Gross Vehicle Weight.
- Class C Nevada driver license.
- Must have a driving record in Good Standing. To be in Good Standing Driver must present a current DMV printout report with none of the violations below:
 - Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years.
 - One or more other moving violations and one at fault accident in the last three years.
 - One or more other moving violations in the last three years.
 - One or more at fault accidents in the last three years with no moving violations.
- Experience driving trucks with a 26,000-pound gross vehicle weight (GVW) capacity or less.
- Ability to operate pallet jacks and forklifts.

This job description does not necessarily represent an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the job, management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.

This is a full-time position and pay based on experience.

Interested and qualified candidates can email a resume to kellikristo@project150.org