

HIBISCUS CHILDREN'S CENTER POSITION DESCRIPTION

Position Title: Driver Helper

Program: Thrift Store
Reports to: Thrift Store Manager

POSITION FUNCTION/OVERVIEW:

The Driver Helper is responsible for assisting the Driver with pick up and delivery of donated goods for The Hibiscus Treasure House and all programs. The Driver Helper also assists with maintenance activities in other departments when necessary.

PRIMARY DUTIES/RESPONSIBILITIES:

- Follows the daily schedule of pickups and deliveries created by the Thrift Store Manager
- Loads and unloads goods at thrift store and destinations
- Ensures the load is correctly placed and secured to avoid damage to the truck or goods
- Ensures that the interior and exterior of the truck is clean
- Issues donation receipts to donors
- Supports and maintains a culture of customer service excellence
- Assists in merchandising goods in the store to create an attractive organized presentation to customers
- Performs maintenance work in other offices
- May fill-in where necessary at the store
- Performs other duties as assigned

This list of essential functions is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS REQUIRED:

- Minimum of High School Diploma or GED.
- 2-5 years' experience driving trucks, pick-up and deliveries, working in thrift stores.
- At least 23 years of age.
- Must have a valid Florida Driver License and proof of insurance.
- Must be approved to drive an agency vehicle.
- Able to lift up to 50 lbs.

SKILLS:

- Ability to properly load and unload goods
- Ability to follow oral and written directions
- Willingness and ability to do heavy manual labor
- Knowledge of operating and servicing requirements for large trucks

- Ability to recognize and take necessary precautions against hazardous driving conditions
- Ability to detect mechanical problems and take prompt precautions to avoid breakdowns and damage to the truck.

PHYSICAL REQUIREMENTS: (N=needed P=preferred)

Sitting N Standing N Walking N Lifting N Carrying N Kneeling N Pushing/Pulling N
 Bending/Stooping N Climbing P Reaching N Crawling/Crouching n/a Repetitive Motions P
 Transporting n/a Other ability to lift 50 pounds)

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date