



**Position Title: Donation Processor/Back-up Truck Driver**

**Reports to: Processing Manager**

**Job Type: Full-Time**

**Compensation: \$13.00/hr**

**Work Week: Monday through Friday**

### **Job Summary**

Reporting to the Processing Manager, the Donation Truck Driver's role is to carry out all transportation operations within the Donation Center, driving a straight box truck and moving donated furniture, clothing, and household items from donors' homes to the donation center and thrift stores. The Donation Truck Driver supports the overall mission of the Erie City Mission by creating a Christ-centered working environment while working alongside the Donation and Receiving Manager and New Life Program (NLP) participants.

### **Responsibilities**

#### **Essential Functions:**

- Work alongside the Processing Manager and NLP participants to build a team by being an example of revealing Christ to all staff and donors, ensuring a Christ-Centered environment.
- Safely and responsibly operate a straight box truck while transporting donations from a donor's home to the Donation Center and Thrift Stores.
- Work collaboratively with Processing Manager and NLP participants to load and unload furniture and other donated items on and off a straight box truck, with careful attention, to insure that: people are not injured, Erie City Mission property and the donor's home or business is not damaged, donated items are not damaged, and space in the truck is properly utilized.
- Lock truck cab and cargo door when leaving truck unattended, keep fuel above ¼ tank level, keep truck clean by cleaning out the cab and wiping the inside down weekly. Keep truck cab and cargo box organized and uncluttered on a daily basis in order to provide a clean working environment.
- Train, lead, and encourage all assigned NLP participants on company policy and instructions based on daily assignments in order to have a well-equipped team.
- Perform daily inspections of the truck on key safety points; report damage or broken conditions as they occur or are noticed during inspection, to ensure the safety of the team.
- Provide friendly and welcoming customer service to all donors during all steps of the donation pick-up process. Treat all donors in their home or business with the utmost respect during donation pick-ups as well as effectively communicate gratitude to all donors, on behalf of the Erie City Mission.
- Evaluate the condition of donated items based on the donation guidelines set by the Erie City Mission Director of Social Enterprise and the Processing Manager. Communicate directly with

each donor either graciously accepting or rejecting those items at the time of the donation, assuring that the stores are receiving quality products and that our donors are treated graciously.

- Use the iPad that is provided daily to log each pickup in Thrift Trac and the number of items donated.
- Call each donor before arriving to let them know that they are on their way and to check that they are available.
- Use GPS on the iPad to take the quickest routes.
- Report any injury within 24 hours of it happening to the Processing Manager or the Director of Social Enterprise.
- Able to perform any of the required job duties within the processing team. This includes all requirements related to accepting donations, presorting, and pricing merchandise.
- Welcome donors in a timely manner in a way that they feel appreciated and valued.
- Handle the receiving and donation process with the utmost respect and care including, greeting the donor, assisting in unloading donations, and issuing a receipt.
- Help maintain a clean and well-organized reception, presort, and processing areas.
- Maintain a clean and well-organized personal processing station.
- Ability to recognize quality merchandise and effectively seek guidance on pricing from Retail Manager.
- Work with and effectively communicate with the Processing Manager, other processing employees, and donors daily.
- Daily service with fellow employees so that there is a healthy and productive work environment.
- Ability to produce quick and accurate work in a fast-paced environment.
- Understand and comply with policies and procedures related to donated items, including prohibited items and pricing guides.

### **Education & Experience**

High school diploma or GED required.

### **Skills & Abilities**

- Must be a people person with a pleasant and willing attitude and have a servant's heart.
- Must have a commitment to the Erie City Mission and its mission statement.
- Must have a valid driver's license and a good driving record. You must be able to drive a box truck and prove that you are insurable.

- Must have physical strength and bodily health to move heavy furniture items and work in/on a truck and or in a warehouse setting.
- Ability to use a cell phone and iPad.
- Capable of exercising sound judgment and comfortable in asking questions, when necessary, in order to maintain the integrity of the department.
- Ability to interpret a variety of instructions provided in written or oral form.

## **Physical Demands**

Heavy physical activity including lifting, carrying, and moving large furniture items followed by periods of alert mental activity while driving a passenger in a straight box truck. **The chosen candidate must be able to lift 100 pounds.**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily standing for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Working Conditions**

Works primarily in the box truck and at the warehouse.

*The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.*

## **Benefits**

**Full-time employees after 90 days receive:**

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days
- Paid holidays (10)

**Other full-time employee benefits include:**

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch

**Any offer of employment from the Erie City Mission is contingent upon the successful completion of:**

- Background check
- Drug test
- PA Child Abuse History