

CROSS JOB DESCRIPTION

Job Title: Driver

Department: Programs

Supervisor: Warehouse Manager

FLSA: Non-Exempt

PURPOSE OF POSITION:

To ensure a safe, pleasant and efficient pick-up and delivery process while assisting CROSS clients, volunteers, vendors, and donors to collect and distribute donations.

PRIMARY ACCOUNTABILITIES:

Garage

- Organize garage area (Ensure all items located in the garage are placed in their designated location after each shift)
- Ensure the outer area by the garage doors remains clear of debris with safe exit and entrance ability

Management of Donations

- Retrieves donations in a timely, friendly, and efficient manner
- Records donations appropriately and makes receipts for donors when requested
- Loads, picks up and unloads regular food rescue donations, product drives, and special donations as needed
- Move clothing, school supplies, holiday merchandise into designated areas of the warehouse
- Delivers 100% of the donated product to CROSS in a timely manner to ensure quality and safety of products
- Inspect vehicle equipment and supplies. Report vehicle maintenance needs, and perform light maintenance such as maintaining air pressure in tires, maintaining vehicle fluids, and installing bulbs.
- Maintain cleanliness of vehicle.

Other

- Works with the Warehouse Manager to recruit, train, and supervise delivery volunteers and interns
- Supports CROSS at events and community booths as needed
- Other duties as assigned

Meetings

- All Staff Meetings – Monthly
- Action Committee as assigned
- Supervisory meetings as needed
- Training to further develop skills at the request of supervisor
- Other as requested and required by position

CORE COMPETENCIES:

- Good customer service skills
- Positive and non-judgmental communicator
- Creative problem solver
- Ability to work flexible hours

REQUIRED:

- Valid MN driver's license
- Clean criminal record
- Clean driving record
- Ability to operate a forklift, pallet jack and other warehouse equipment
- Pre-Employment Physical
- Annual Work Physical
- Random drug testing resulting in no drug use
- Must have valid vehicle insurance

PREFERRED:

- Second language preferred or willingness to learn second language pertinent to CROSS clientele
- Forklift certification

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee will need to be able to articulate, hear and be heard across phone lines. The employee must occasionally lift and/or move a minimum of 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Valid state driver's license and ability to operate a motor vehicle required.

NOTE: The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

"It is the continuing policy of CROSS to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit assistance on these openings and future openings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position."