



Truck Driver

Community Resource Center (CRC), a 501(c) 3 non-profit organization, a recognized leader in social services in North San Diego County.

Community Resource Center is funded by a wide variety of sources, including private sector grants, public donations, government contracts and income from our resale stores -- allowing CRC to serve more than 2,300 households annually. CRC benefits from a strong volunteer network, which allows us to leverage our revenues to allow significantly more services to be delivered.

Under the direct supervision of the Fleet Supervisor, the Truck Driver is responsible for timely donation of scheduled pick-ups and deliveries. The Truck Driver must be able to effectively communicate with fellow employees, manage time in an efficient manner, and have a flexible schedule, to work weekends for prescheduled events, as well as have a positive attitude and be a team player. This position is a minimum of 20 hours per week and up to 40 hours per week.

Specific Responsibilities:

1. Drivers must obey all CA Department of Motor Vehicles Commercial Driving Handbook and operate and drive the trucks safely at all time.
2. Donation and fresh rescue pick-ups. All pick-ups must be made on time as scheduled.
3. Prepare driver daily trip logs and vehicle inspection sheets.
4. Request all needed Truck supplies, such as donation receipts, paperwork, etc., in a timely manner.
5. Assist with special projects and other duties assigned as required by the Fleet Supervisor and/or Administration & HR Manager.
6. Communicate with Schedule for fresh rescue daily pickups as needed.

Other:

1. Driver may fill in as needed in any of our Resale Stores
2. Driver acknowledges that the trucks are used only as directed and or scheduled by the Fleet Supervisor and/or Administration & HR Manager and will not be used for personal use.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

Knowledge:

- CA Department of Motor Vehicles Commercial Driving Handbook

Skills:

- Detail oriented.
- Decision making skills

Ability:

- Ability to listen and communicate effectively
- Ability to be on time and dependable

REQUIRED EDUCATION AND EXPERIENCE INCLUDE:

Education:

- High School Graduate or GED.

Experience:

- Minimum 1-year experience in truck driving
- Must possess a valid California Driver's License, a clean driving record and proof of insurance.

This position is subject to background checks including Department of Justice, and those required by Federal contracts.

CRC is an Equal Opportunity Employer