



**COMMUNITY RESOURCE CENTER**

**JOB DESCRIPTION**

<b>POSITION:</b>	Truck Driver/ Assistant	<b>REPORTS TO:</b>	Transportation & Operations Supervisor
		<b>FLSA:</b>	Part-time
<b>JOB DESC. #:</b>	TDA	<b>SALARY:</b>	
<b>GENERAL DESCRIPTION:</b>	<p>Under the direct supervision of the Transportation &amp; Operations Supervisor, the truck driver assistant is responsible for assisting with fresh rescue, scheduled pick-ups and deliveries. The Truck Driver assistant 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.</p>		
<b>ESSENTIAL FUNCTIONS:</b>	<p><b><u>Specific Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Drivers must obey all CA Department of Motor Vehicles Commercial Driving Handbook and operate and drive the trucks safely at all time.</li> <li>2. Assist with donation and fresh rescue pick-ups.</li> <li>3. Assist with the upkeep of facilities</li> <li>4. Assist maintenance department when requested</li> <li>5. When Transportation &amp; Operations Supervisor is out sick or on vacation, conduct all pick-ups as scheduled.</li> <li>6. Other duties as assigned</li> </ol>		
<b>KNOWLEDGE, SKILLS, AND ABILITY:</b>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Use of hand trucks</li> <li>• Proper knowledge of lifting</li> <li>• Use of basic hand tools</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Detail oriented.</li> </ul> <p><b>Ability:</b></p> <ul style="list-style-type: none"> <li>• Ability to listen and communicate effectively</li> <li>• Ability to be on time and dependable</li> </ul>		

<b>EDUCATION &amp; EXPERIENCE :</b>	<b>Education:</b> <ul style="list-style-type: none"> <li>• High School Graduate or GED.</li> </ul> <b>Experience:</b> <ul style="list-style-type: none"> <li>• 1 year experience driving box trucks</li> <li>• Good customer service skills</li> </ul>
<b>PHYSICAL LIMITATIONS:</b>	May: Sitting long periods of time Other physical requirements involve walking, stair climbing, lifting, stretching, bending, etc. throughout a regular workday Good Vision and Hearing Must be able to lift a minimum of 25lbs up to 100lbs

I can perform the following job duties: <input type="checkbox"/> <b>without</b> accommodation <input type="checkbox"/> <b>with</b> accommodation. If so, please specify:		
<b>This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.</b>	<b>MISSION</b> <i>Creating paths to Safety, Stability, and Self Sufficiency.</i>	
Signature		Date
Print Name		
<b>FILING APPLICATIONS</b> Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment.		
<b>POSITIONS REQUIRING DEGREE/ CREDENTIAL</b> Where required, an official transcript from an accredited college or university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.		<b>INTRODUCTORY PERIOD</b> All positions have an initial introductory period of 60 days.
<b>BENEFITS</b> sick leave		<b>CITIZENSHIP/IMMIGRATION STATUS</b> In accordance with the Immigration Reform and Control Act of 1986, Community Resource Center hires only U.S. citizens and others lawfully authorized to work in the U.S.