

HOUSE OF HOPE JOB DESCRIPTION

JOB TITLE: DRIVER / MOVER

STATUS: Non-exempt, Full-time
LOCATION: House of Hope, Stuart US1, FL
REPORTS TO: General retail manager

JOB SUMMARY: Under the management of the general retail manager and direction of the routing supervisor, assist with the intake and distribution needs of House of Hope as well as assist with routine facilities and vehicle maintenance.

DUTIES AND RESPONSIBILITIES:

1. Assist with the operation of the House of Hope truck and warehouse, including driving, picking up, unloading, delivering and/or disposing of goods and materials.
2. Under the direction of the routing supervisor, assist in scheduling and route fulfillment using the dynamic routing program (DRP) to ensure the most economical use of time, fuel and equipment.
3. Follow prescribed delivery/pickup procedures and guidelines in accordance with standard operating procedures (SOPs) established by House of Hope management.
4. Assist with the coordination and organized placement and/or storage of goods and materials in the warehouse or designated storage unit to protect items and facilitate safety and access.
5. Fulfill orders, redistribute and deliver thrift and/or food items to House of Hope branches and/or other organizations and partnerships.
6. Maintain daily logs and inspections in accordance with DOT and House of Hope requirements. Includes, but not limited to, pre-trip inspections, daily truck logs, route sheets, and in-kind donor receipts and reports.
7. Report daily to the routing supervisor and turn in all required receipts and paperwork, and unload of the truck.
8. Act as an ambassador of the House of Hope and ensure the highest quality services to our customers, clients and supporters.
9. Obey all local, county, state and federal DOT regulations.
10. Immediately report any vehicle malfunctions or accidents involving vehicles. Follow up with a written report. Remain at site of an accident until police arrive and give any oral reports required.
11. Perform general maintenance as requested on all House of Hope facilities, warehouse(s), equipment and trucks, including:
 - a. Informing supervisor of defects, repairs or safety concerns.
 - b. Performing interior building or branch maintenance, including minor repairs, organization, cleanliness and sanitation.
 - c. Performing exterior building or branch maintenance, including landscaping, trash removal and cleanliness of the parking and green areas.
12. Assist in the House of Hope inventory process.

13. Participate in disaster- or emergency-related duties, as needed.
14. Provide support to fellow department team members, as well as outside departments, as needed.
15. Perform all duties in compliance with appropriate cleanliness, safety and security standards.
16. Attend meetings and training as requested.
17. Perform any other duties as assigned by a supervisor.

QUALIFICATIONS:

1. EDUCATION/EXPERIENCE:

High school diploma or GED equivalent required, with three months related experience. Valid Florida driver's license and clear motor vehicle record for a minimum of seven years.

2. KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of general vehicular maintenance.
- B. Knowledge of Martin County roads, streets and community areas.
- C. Knowledge of state driving laws and traffic safety practices.
- D. Ability to operate and use transportation vehicles, hand and power tools, furniture moving equipment and other devices necessary in the operation and maintenance of vehicles and facilities.
- E. Ability to operate warehouse equipment, including pallet jack, fork lift and stacker.
- F. Ability to exercise good judgment and discretion. Maintain confidentiality of clients, co-workers and agency.
- G. Ability to effectively communicate and interact with others.
- H. Ability to maintain clean, well-groomed appearance and dress appropriately for the position.
- I. Ability to organize, set priorities and meet deadlines.
- J. Ability to work independently with a minimum of supervision.
- K. Compliance with House of Hope policies and procedures.

3. PHYSICAL REQUIREMENTS:

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 frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools or controls and to reach with hands and arms. The employee also is frequently required to climb, balance, stoop, kneel, crouch and walk.

The employee must frequently need to lift and/or move up to 150 pounds. Specific vision abilities required by this job include close and distance vision.

Required to complete a DOT physical every two years.

4. ENVIRONMENTAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in outside weather conditions and may be exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

Signature indicates that this job description has been read and that the related duties and expectations are understood.

Signature

date