

Job Description: Truck Driver

- Reports to Operations Manager
- Status – FT or PT/Exempt
- Location – Warehouse
- Revised: March 2024



Religious Community Services of New Bern, Inc.

SUMMARY OF POSITION:

The Truck Driver is a key member of the RCS Operations Team and support for the community. They are responsible for collecting food donations, participating in the daily sort, and supporting Operations at RCS. **Please note this is a labor-intensive position that will require constant lifting, moving and sorting of heavy items.

DUTIES & RESPONSIBILITIES:

- Responsible for daily supply chain operations such as driving the box truck to collect food donations in a timely and efficient manner.
- Processing collected donations in accordance with section Standard Operating Procedures, vehicle and food tote servicing, and warehouse in-take.
- Accountable for safe vehicle operations while driving RCS vehicles and working safely in accordance with RCS Standard Operating Procedures.
- Ensuring that any issues on campus or route are directed to the Operations Manger immediately.
- Ensuring campus vehicles are fueled, stocked, and ready before departure time as per section Standard Operating Procedures and Operation Manager direction.
- Responsible for assisting Warehouse Supervisor and assigned volunteers to accomplish RCS Mission and section objectives.
- Maintain professional and courteous relationships with all vendors, donors, staff and volunteers.
- Responsible for ensuring the proper recording and safe transportation of received store donations during the daily truck route.
- To be available and on call within reason for any off hours, holiday, or weather-related emergencies.
- These duties/assignments are subject to change and can be modified or added to as needed and agreed upon by the Operations Manager and RCS Executive Director.

SKILLS & QUALIFICATIONS:

- Strong Interpersonal skills - exercise compassion, discernment, and models appropriate boundaries.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of RCS.
- Able to work independently to efficiently accomplish assigned task in a timely manner.
- Must maintain a high degree of trustworthiness and reliability.
- Valid driver's license.

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WORKING CONDITIONS/PHYSICAL FACTORS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

- Requires working with a diverse population, many of whom struggle with homelessness, addiction, and mental illness – continuously
- Environment may be odorous due to lack of personal hygiene and intoxication of guests – frequently
- Requires a sustained level of high energy, stamina, and the ability to move about all the facilities on a regular and ongoing basis – continuously
- May be extremely loud at times – occasionally
- May be exposed to behaviorally aggressive guests – continuously
- May be exposed to unsanitary conditions – frequently
- See, hear, smell and speak clearly – continuously
- Standing – continuously
- Lifting and moving heavy containers, often up to 60 lbs. – continuously

EQUIPMENT/TOOLS USED:

- Company vehicle, hand tools, power tools, box truck liftgate, pallet jack, and others as needed.

EDUCATION/EXPERIENCE

- Valid driver's license
- Ability to properly load, drive, back up, and fully operate large company box truck and liftgate.

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor I understand that employment is always "at-will".

Signature

Date

Supervisor Signature

Date