



Position Description DRIVER I

Full-time: 32-40 hours a week, Monday-Saturday, 8:00 a.m. – 4:00 p.m.

Summary:

This position is responsible for all aspects of picking up and delivering furniture including loading, unloading, and driving of NLFB trucks. Responsible for final approval of donated items based on established criteria and recording the movement of furniture in and out of the warehouses, and any other storage locations.

Essential Duties and Responsibilities:

- Lift, carry, and load furniture weighing up to 100 pounds, onto box trucks for transport to and from donor and client locations, including up and down stairs.
- Deliver and set-up furniture inside client homes, as required/requested within committed time frames including but not limited to bed frames, mattresses, box springs, dressers, tables, chairs, sofas and lamps.
- Respond to inquiries and requests from donors, clients, customers and community partners in a knowledgeable and professional manner. Provide problem-solving solutions when necessary.
- Collect furniture from residential, individual and/or commercial/institutional client and donor homes and facilities.
- Follows established furniture donation policies and procedures at all times.
- Demonstrate the ability to protect all donated furniture from damage through established best practices.
- Operate company vehicles and moving equipment in a safe manner in accordance with established safety procedures.
- Re-stock, clean and organize warehouses, docking areas and trucks as needed to maintain efficiency and safe working environments.
- Complete daily paperwork including donation receipts, delivery forms, and inventory transfers in a complete, legible, and timely manner.
- Use company-issued bank card for authorized purchases including vehicle fuel & maintenance; follows established financial NLFB policies and record keeping
- Work independently or in a team environment towards common goal. Direct movers and volunteers to complete assignments safely and efficiently, as needed.
- Demonstrate knowledge and understanding of NLFB services to current or prospective customers, clients or donors.
- Assist supervisor with new hire training for mover staff and volunteers.
- Perform any other related duties as required or assigned.

Qualifications:

- High School Diploma, GED or equivalent education required.
- At least 3 months of professional moving or related work experience required.
- Valid driver's license and good driving record required.
- Physical ability to frequently lift and/or move up to 100 pounds on a regular basis and operate moving equipment.
- Ability to operate moving trucks and/or authorized company vehicle required.
- Excellent communication and customer service skills required.
- Ability to work independently and/or with a team, exercise good judgment and sound decision-making required.
- Basic technology skills to operate machines, equipment and computers (Smartphones, GPS systems, etc.) preferred.

Competencies:

- Ethical Conduct
- Decision-Making/Problem-Solving
- Customer Service
- Communication Proficiency

Physical Demands:

While performing the functions of this job, the employee is *regularly* required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; *frequently* required to climb or balance, talk or hear; and *occasionally* required to stoop, kneel, crouch, or crawl. The employee must be able to walk forward, backward, side to side, and/or up and down stairs while carrying furniture. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

While performing the functions of this job, the employee is *regularly* exposed to work near moving mechanical parts, outdoor weather conditions including extreme heat or cold weather; *occasionally* exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Position Type/Expected Hours of Work: This position operates during standard business hours with flexibility for early morning, evening and/or weekends to best meet organization needs.

Other Duties: Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Employee: _____

Date: _____

Classification: Non-Exempt
Reports To: Operations Supervisor
Date: Effective **06/23/2017**

6/2017