



DRIVER/IN-KIND DONATION ASSISTANT

Job Description Form

Division/Department	Center for Community Involvement
Location	Osuna Business Center - 3600 Osuna NE, #519, Alb, NM 87109
Reports to	<i>Title</i> Center Director

Level/Grade	Type of position:	Hours__ / week
2	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

SUMMARY

Responsible for the pick-up, delivery, storage and inventory of in-kind donations, plus basic maintenance of the vehicles.

RESPONSIBILITIES

- Operate agency vehicle in a safe and courteous manner.
- Follow all applicable traffic laws.
- Develops and nurtures in-kind donor contacts.
- Completes pick-ups of usable donations from businesses, parishes, and individuals.
- Coordinates deliveries of large donations with case managers or appropriate staff.
- Develops and maintains a donation inventory system.
- Follows the In-kind Donation and Distribution Policy in the Agency Manual.
- Drives agency truck and provides donation pick-up / delivery service along with a part-time driver, volunteer or staff member.
- Schedules routine maintenance and repairs of agency truck. Ensures that the agency truck is clean and organized at all times.
- Understand and adheres to specified load limits.
- Completes required paperwork in a timely manner.
- If required, use all safety equipment assigned.
- Liquidates undesirable donations.
- Maintains all storage units in a clean and organized manner.
- Works on special projects as assigned.
- Promotes the mission, work and activities of Catholic Charities.
- Respond appropriately to the cultural differences present among the agency's service population.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle or feel, and talk or hear. The employee is frequently required to walk or stand, reach with hands or arms, climb or balance, stoop or kneel. The employee must occasionally lift and/or move up to 100 pounds when picking up various donated items. Specific vision abilities required by this job include close and distance vision.

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WORK EXPERIENCE REQUIREMENTS	
<ul style="list-style-type: none"> - 1 year of experiencing driving a large to medium size loading truck. - Valid State of NM driver's license as well as a good driving record. - Basic maintenance skills. - Ability to lift heavy furniture. - Ability to read and comprehend simple instructions and utilize maps. - Ability to coordinate multiple tasks and make decisions based on priority. - Must be able to work independently with minimum supervision and able to relate to the public. 	
EDUCATION REQUIREMENTS	
<ul style="list-style-type: none"> - High School diploma or equivalent. - Bilingual in English/Spanish preferred. 	

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	