

Los Angeles Mission, Inc.
Job Description

Job Title: Driver/Warehouse Worker
Department: Operations
Reports To: Operations Manager
FLSA Status: Regular, Full Time, Non-Exempt
Grade Level: 4
Prepared By: Human Resources Department
Prepared Date: Revised March 2017

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Responsible to create and maintain a quality customer service relationship with all donors and staff while performing transportation duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains a clean, appealing appearance of all Mission vehicles while operating as a Mission representative.
- Completes pickups in a timely manner, always giving priority to the customer.
- Provides accurate, neat, and complete receipts to all donors.
- Completes a daily safety check on each vehicle to be driven before duties commence.
- Responsible to report and follow up, in writing any maintenance needed for the vehicles until completed.
- Informs the Dispatcher of any feedback concerning donors and routing.
- Returns all gas money and receipts on a daily basis.
- Submit to random drug and alcohol testing (as required by DOT).
- Operate forklift as needed to offload and load trucks.
- Assist in performing inventory counts as needed.
- Drive vans on occasions to accommodate events and shuttles.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Be able to pass a drug/alcohol test. Read and interpret street maps and guides.

EDUCATION and/or EXPERIENCE:

High school diploma or General Education Degree (GED), or one to two years related experience and/or training, or equivalent combination of education and experience.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like Paylocity Employee/Manager Self

Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current valid commercial Class B driver's license.

PHYSICAL DEMANDS:

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. While performing the duties of this job, the employee is frequently required to walk, sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and talk and hear. The employee must regularly lift and/or moved up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally life and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristic described here are representative of those an employee encounters while performing the essential function of this j ob. Whole performing the duties of this job, the employee is occasionally exp to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes or airborne particle, toxic or caustic chemicals, outside weather conditions and vibration. The noise level in the work environment is usually moderate.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date