

*MISSION STATEMENT: Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.*

## **HOLLAND RESCUE MISSION**

### **Job Description**

**JOB TITLE:** Truck Driver

**DEPARTMENT:** Gateway

**SUPERVISOR:** Social Enterprise Director

**LEVEL:** 6

**SUMMARY:** To assist in fulfilling the purpose/mission of HRM by efficiently managing donation pick up and deliveries with optimal courtesy paid to donors, maintain trucks and assist in Gateway operations as necessary.

#### **RESPONSIBILITIES:**

1. Pickup donations and deliver purchases as scheduled routing in an efficient and productive manner.
2. Interact with donors in a consistently pleasant and courteous manner.
3. Unload donations neatly in areas as determined by Production or Store Manager.
4. Perform daily maintenance and safety checks to ensure successful operation of HRM equipment including but not limited to trucks.
5. Maintain accurate US DOT and MDOT paperwork including but not limited to credentials, truck logs, etc.
6. Oversee Gateway students assigned to assist with pickups and deliveries.
7. Assist Gateway Center staff in tasks as assigned by Donations Procurement or Store Manager.
8. Maintain and promote cooperation among staff and volunteers.
9. Assist in receiving incoming donations when not making pickups.
10. Assist in organizing furniture and other inventory in thrift stores as needed.
11. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
12. Work to protect the reputation of the ministry in all events.
13. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
14. Participate in training as assigned by mission leadership.
15. Participate in overall development efforts as appropriate.
16. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
17. Perform other duties as assigned.

## **QUALIFICATIONS**

### **Personal:**

- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.
- Possess a desire to serve in meeting the physical needs of our residents and point them to Jesus Christ as Savior and Lord.

### **Education & Experience:**

- High school diploma
- Truck driving/delivery experience
- Basic vehicle maintenance skills
- Valid Michigan driver's license and a clean driving record

### **Skills & Abilities:**

- Task-oriented
- Detail-oriented
- Self-motivated
- Strong interpersonal skills
- Willingness to learn and remain flexible with multiple priorities
- Strong attendance history

### **Physical:**

- Ability to pass DOT physical
- Sitting or standing for long periods of time to perform job functions
- Ability to lift and move objects weighing up to 60 pounds
- Manipulate, handle, feel, and control items or equipment
- Communicate effectively with clients, co-workers and volunteers
- Be able to read, write, and interpret written documents

**2 Timothy 3:16-17** *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_