



JOB DESCRIPTION

Position	Department	Reports to
Truck Driver	Gateway Mission Store	Donations & Fleet Manager
Employment Status/Schedule	FLSA Status	Salary Level
Full time; Part Time	Non -Exempt	7
Location	JD Number	Last Update
Gateway Center	80-08	3-13-23

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Truck Driver manages donation pick-up and deliveries, maintains equipment, and assists in production operations, as necessary.

Essential Duties & Responsibilities

- Pickup donations and deliver purchases as scheduled routing in an efficient and productive manner.
- Interact with donors in a consistently pleasant and courteous manner.
- Unload donations neatly in areas as determined by Production or Store Manager.
- Perform daily maintenance and safety checks to ensure successful operation of Gateway Mission equipment including but not limited to trucks.
- Maintain accurate US DOT and MDOT paperwork including but not limited to credentials, truck logs, etc.
- Oversee Gateway students assigned to assist with pickups and deliveries.
- Assist Gateway Center staff in tasks as assigned by Donations Procurement or Store Manager.
- Maintain and promote cooperation among staff and volunteers.
- Assist in receiving incoming donations when not making pickups.

- Assist in organizing furniture and other inventory in thrift stores as needed.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

Education/Experience

- High school graduate or equivalent required
- Minimum 1 – 2 years' truck driving/delivery experience
- Basic vehicle maintenance skills
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Strong organizational skills, with ability to manage tasks and details on a schedule while remaining flexible
- Ability to communicate and establish effective working relationships with peers, donors, and students
- Strong interpersonal skills
- Valid Michigan driver's license and clean driving record
- Must be able to obtain CDL Class B license

Physical Activities/Demands & Work Environment

- Walk, climb, lift, bend, push/pull regularly; crouch occasionally to perform job functions
- Lift and move objects weighing up to 60 pounds
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Moderate exposure to cold and warm outdoor temperatures.

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 _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.