GRACE BRIDGE DONATION PICK-UP DRIVER

JOB DESCRIPTION

The core responsibility for our driver is to pick up in-kind donations from donors and partners to provide inventory for serving those in need as well as our resale stores, which generates revenue to support our community outreach efforts. Driver must have a valid Texas driver's license, good driving record, and be able to drive a truck with attached trailer, straight truck (box truck) and manage loading equipment. This position is also responsible for truck maintenance to include mechanical, safety and cleanliness. This team member will engage with Grace Bridge donors, partners, community members and business leaders and must always conduct themselves in a professional manner.

DUTIES AND RESPONSIBILITIES

- Drive and operate vehicles and equipment (trucks, trailers up to 30 ft, forklifts and other equipment)
- Load/unload donated items and assist warehouse team members with item placement and logging
- Execute daily logistics schedule, monitor calendar and communication platforms
- Communicate with donors, operations team and resale store managers as needed
- Maintain a safe and ready-to-go vehicle and assist with maintenance of trailers and vehicles
- On occasion, assist the resale stores and other Grace Bridge facility locations with furniture, food supplies, materials and/or event tasks

EDUCATION AND EXPERIENCE

- Associate degree
- 2 years of related job experience

QUALIFICATIONS AND SKILLS

- Valid Texas driver's license and good driving record
- Able to lift up to 50lbs
- Able to work outside in hot/cold temperatures
- Communication skills
- Planning and prioritizing skills