

Southeastern Vermont Community Action (SEVCA)
Job description

Job Title: Truck Driver
Department: Thrift Stores
Supervisor: Thrift Stores Director
Job Class: Part Time Hourly Non-Exempt

Job Summary:

Works under the direction of the Thrift Stores Director. The Good Buy Store truck driver is responsible for operation of our Thrift Store truck and traveling about our designated area to pick up furniture and other goods donated by people calling in and stating that they would like to make a donation. The truck driver is responsible for maintaining safety, cleanliness, and good working order of the truck. Works with and directs volunteer as needed.

Primary Functions:

1. Accepts assignments of furniture and goods to pick up from donors around the Twin-State area in Windsor and Windham counties.
2. Treats donors courteously and professionally and provides donor tax receipts if requested.
3. Has knowledge of what we can and will accept as donations.
4. Maintains a safe, clean, good working truck, including checking fluid levels, tires, etc., and follows all safety rules and reports any problems to the Director of Thrift Stores.
5. Drives the truck for furniture pickups in a safe and professional manner, including pickup, delivery and/or setup of donations at the stores.
6. Maintain a steady work pattern, keeping to schedule assigned at beginning of each shift.
7. Works with community service participants and other volunteers in a safe, effective manner and supervises volunteers if assigned.

Job Standards and Accountability:

1. Furniture pickups are made in a timely manner within the set schedules.
2. The best possible customer service and courtesy are provided.
3. Complete accurate recordkeeping of all logs for mileage and fuel.
4. All problems are promptly and accurately reported to the Director of Thrift Stores.

Working Conditions:

Regular lifting and carrying items up to 50 pounds. Must be able to drive truck wherever needed, on a daily basis, for donations. Must be available to take phone calls for special request pickups, as requested by the Director as needed.

Qualifications:

1. 3 years experience driving box truck.
2. Prior clean driving record with no recent major violations, and ability to maintain that record, both in and out of work.
3. Ability to regularly lift and carry items up to 50 pounds.
4. Ability to work closely with other staff and volunteers to keep up a productive pace on the truck.
5. Have a good knowledge of what we accept as donations for the stores.
6. Ability to provide courteous, professional service to our donors and other customers.