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: Logistics Coordinator

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.
2. Interact with donors in a consistently pleasant and courteous manner.
3. Route daily pickups in an efficient and productive manner.
4. Unload donations, placing neatly in areas as determined by Warehouse or Store Manager.
5. Understand truck scheduling and be able to schedule if assigned the task.
6. Assist Thrift Store/ Gateway staff in tasks as assigned by Logistics Coordinator or Store Manager.
7. Perform daily maintenance and safety checks to ensure successful operation of HRM equipment.
8. Maintain and promote cooperation among staff and volunteers.
9. Perform truck maintenance tasks as needed.
10. Maintain accurate US DOT and MDOT paperwork including but not limited to credentials, truck logs, etc.
11. Assist in receiving incoming donations when not making pickups.
12. Assist in organizing and re-positioning-furniture and other inventory in thrift stores as needed.
13. Cooperatively assist other team members in accomplishing assigned tasks and objectives.
14. Oversee the Mission resident assigned to assist with pickups and deliveries.
15. Cooperatively and actively work with all store volunteers and Mission residents as requested by Warehouse or Thrift Store Manager.
16. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
17. Work to protect the reputation of the ministry in all events.
18. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.

19. 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.
20. 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 with attention to detail
- Self-motivated
- Strong interpersonal skills
- Willingness to learn and remain flexible with multiple priorities
- Strong attendance history

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: _____