

Job Description: Truck Driver

- Reports to Operations Manager
- Status – FT or PT/Exempt
- Location – Warehouse
- Revised: March 2024



Religious Community Services of New Bern, Inc.

SUMMARY OF POSITION:

The Truck Driver is a key member of the RCS Operations Team and support for the community. They are responsible for collecting food donations, participating in the daily sort, assisting with keeping campus clean and functional, and supporting Operations at RCS.

**Please note this is a labor-intensive position that will require constant lifting, moving and sorting of heavy items.

DUTIES & RESPONSIBILITIES:

- Responsible for daily supply chain regarding driving the box truck to collect food donations, processing collected donations in accordance with section Standard Operating Procedures, vehicle and food tote servicing, and warehouse in-take.
- Accountable for safe vehicle operations while driving RCS vehicles.
- Accountable for working safely in accordance with RCS policies and procedures.
- Ensuring that any issues are directed to immediate supervisor.
- Maintain professional and courteous relationships with all vendors.
- Responsible for assisting with in-kind donation processing when the daily truck route is complete to support warehouse operations.
- Responsible for ensuring the proper recording of received store donations for the daily truck route.
- To be available and on call within reason for any off hours, holiday, or weather-related emergencies.
- These duties/assignments are subject to change and can be modified or added to as needed and agreed upon by the Operations Manager and RCS Executive Director.

SKILLS & QUALIFICATIONS:

- Strong Interpersonal skills - exercise compassion, discernment, and models appropriate boundaries.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of RCS.
- Able to work independently.
- Must maintain a high degree of trustworthiness and reliability.
- Valid driver's license with approved driving record.

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WORKING CONDITIONS/PHYSICAL FACTORS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

- Requires working with a diverse population, many of whom struggle with homelessness, addiction, and mental illness – continuously.
- Environment may be odorous due to lack of personal hygiene and intoxication of guests – frequently.
- Requires a sustained level of high energy, stamina, and the ability to move about all the facilities on a regular and ongoing basis – continuously.
- May be extremely loud at times – occasionally.
- May be exposed to behaviorally aggressive guests – continuously.
- May be exposed to unsanitary conditions – frequently.
- See, hear, smell and speak clearly – continuously.
- Standing – continuously.
- Lifting up to 60 lbs. – continuously.

EQUIPMENT/TOOLS USED:

- Company vehicle, hand tools, power tools, riding lawnmower, weed eater, ladder

EDUCATION/EXPERIENCE

- Valid driver's license.

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor I understand that employment is always "at-will".

Signature

Date

Supervisor Signature

Date