

Site Driver

Non-Exempt Full-Time: \$12/HR

Essential Job Functions

- Make merchandise deliveries to and from retail stores and main plant. Greet the customer who brings donations cheerfully and courteously. Various driving assignments as required.
- Provide excellent customer service to both external and internal customers
- Operate truck in a safe and professional manner.
- Back truck into loading areas in a safe and approved manner. Ensure truck is always safely secured (wheel chocks) when loading or unloading.
- Receive donations from the public, verify and distribute donation receipts to every donor.
- Help customers unload donations from their vehicle.
- Greet the customer who brings the donations cheerfully and be courteous.
- To minimize damage to goods, take care to load and unload truck in a safe and care-full manner.
- Unload all goods from truck at the plant. Store all goods in an orderly manner at designated areas in the backyard or in the warehouse.
- Report all incidents or accidents as soon as possible to supervisor.
- Accurately maintain drivers log, timecards, and other required paperwork.
- Inspect vehicle condition daily. Report any needed repairs.
- Ensure that cell phones are always working and with you during working hours.
- Maintain a neat, clean, organized, and safe vehicle always.
- Always maintain good personal hygiene and personal appearance.
- Must notify supervisor if a problem arises with your license, within 24 hrs.
- Perform other duties or tasks as assigned by supervisor.

Abilities

- Should be proficient in truck, forklift (desirable), writing instruments, telephone.
- Must have current driver's license and be insurable by Goodwill Industries insurance carrier. Experience or ability in driving a large (24 ft bed) truck required.
- Must have and demonstrate excellent customer service skills.
- Must be able to lift and carry 50 pounds and be able to repeatedly climb in and out of vehicle.

Education/Experience

- High School diploma or GED preferred.