

Document Destruction Driver

Non-Exempt Full Time: \$12/HR

Essential Job Functions:

- Always maintain professional appearance and excellent client relationships.
- Maintain chain of custody at all time.
- Maintain security of materials and content of information.
- Complete appropriate driving/delivery documentation.
- Maintain communication with dispatch personnel
- Demonstrate good work habits and adhere to company policies and rules.
- Complete and maintain an accurate, legible, and complete driver's log.
- Understanding the company's "zero tolerance" for policy or chain of custody violations.
- Provide excellent customer service to both external and internal customers.
- Other duties as assigned.

Abilities:

- A professional appearance and attitude.
- Able to pass drug screen.
- Excellent driving history and valid driver's license.
- 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.
- Able to lift, up to 50 pounds.