

Delivery 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.
- Operate truck in a safe and professional manner.
- Back truck into loading areas in a safe and approved manner. Ensure truck is 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.
- Cheerfully and courteously greet customers who bring donations
- To minimize damage to goods, take care to load and unload truck in a safe and careful 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.
- Maintain good personal hygiene and personal appearance.
- Must notify supervisor within 24 hours if a problem arises with your license.
- Perform other duties or tasks as assigned by supervisor.
- Able to lift/move up to 50 pounds

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 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 and/or Experience

- High School Diploma or GED preferred