



## Job Posting

**TITLE** Driver/Dock Coordinator

**REPORTS TO** In-Kind Donations Manager

**JOB SUMMARY** Make deliveries and pickups as assigned, load and unload vehicles, and provide outstanding customer service as a representative of The Action Center. Support warehouse processes and assist on receiving dock as needed. Demonstrate respect and safety awareness when operating vehicles and equipment on the road, receiving dock, warehouse and other areas at all times. Assist with special drives and events as required.

**HOURS** Part-time; 20 hours/week; non-exempt

### DUTIES/RESPONSIBILITIES

- Make deliveries and pickups as scheduled or as needed
- Load/unload deliveries safely, and in designated locations
- Support warehouse processes including movement and proper storage of goods
- Responsible for daily oversight and fueling of primary vehicle
- Receive donations from vendors and donors, provide outstanding customer service, unload cars, provide receipts and collect donor information
- May occasionally open/close the receiving dock area on Saturdays and accept deliveries/donations, and complete all assigned Saturday work duties
- Assist with organization of donations in receiving dock area
- Stock shelves in food pantry, on receiving dock and warehouse by crating, stacking and dollying the crates to designated locations
- Assist with unloading and loading large trucks, semis, and vans
- Demonstrate respect and safety awareness when operating vehicles and equipment on the road, receiving dock, warehouse and other areas at all times
- Maintain excellent relations with staff, volunteers, vendors and donors
- Assist with activities and special events as assigned

### KNOWLEDGE, SKILLS, ABILITIES & REQUIREMENTS

- Two years driving experience required hauling goods in a van, box truck or larger; three years preferred
- Copy of current motor vehicle record required
  - No more than 2 moving violations and/or accidents (or a combination of the two) within the past three years.
  - No major violations during the past 5 years. Violations include (but are not limited to):
    - ✓ Driving while intoxicated or under the influence (DWI/DUI/OWI/OUI)
    - ✓ Leaving the scene of an accident (hit and run)
    - ✓ Careless or reckless driving
    - ✓ Manslaughter/homicide or assault through use of a motor vehicle
    - ✓ Drivers who currently have a suspended, expired or revoked License
    - ✓ Fleeing/eluding a police officer
    - ✓ Commission of a felony
- High School degree or equivalent required
- Steel toed shoes required



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- Ability to regularly lift up to 50 to 75 pounds to a height of four feet
- Experience using hand cart/pallet jack and forklift preferred
- Ability to load and unload vehicles using safe lifting and carrying practices
- Experience working with volunteers and/or with in kind donations in a non-profit environment a plus
- Excellent customer service and communication skills and relate well to staff, volunteers, vendors and donors
- Good organizational skills, ability to exercise initiative, work independently, manage time and work constructively within a diverse team environment
- Reliability, integrity, attention to detail and ability to follow tasks through to completion
- Ability to remain flexible in fast changing work environment

Email resume and cover letter to: [jobs@theactioncenterco.org](mailto:jobs@theactioncenterco.org)

Currently interviewing - please apply as soon as possible. Posting will remain open until filled.

***The Action Center is an equal opportunity employer***