

**LAND OF LINCOLN GOODWILL INDUSTRIES
JOB DESCRIPTION**

<u>JOB TITLE</u> Truck Driver	<u>DEPARTMENT / DIVISION</u> Retail
<u>SUPERVISOR</u> Sales Manager	<u>LOCATION</u> 800 North 10 th Street, Springfield
<u>CLASSIFICATION</u> Non-exempt	<u>POSITIONS SUPERVISED</u> None

I. POSITION CONCEPT

Drive LLGI tractor trailers on assigned routes and locations to pick up and deliver materials. Load and unload vehicles. Move and sort donations at attended donation stations or warehouses according to instructions.

II. ESSENTIAL JOB DUTIES

- Drives LLGI tractor trailers on assigned routes and locations.
- Loads and unloads tractor trailers.
- Performs general warehouse work.
- Inspects assigned tractor trailer, completes daily vehicle inspection reports; conducts thorough sweeps around tractor trailer prior to driving and reports any needed repairs or problems to appropriate person.
- Maintains daily trip log; logs accurate road and vehicle information.
- Maintains proper road and first aid kits.
- Staffs attended donation centers with no variance to scheduled hours.
- Must work as quickly as possible to serve each donor promptly.
- Accepts and separates material according to donation processing standards in a timely and safe manner.
- Must offer each donor a receipt.
- Maintains records of donations.
- Maintains premises in compliance with Agency safety and housekeeping practices.
- Complies with Goodwill's rules and regulations.
- Ensures compliance with all Agency policies, procedures throughout areas and maintains same to meet CARF, Department of Labor and other regulatory standards.
- Knows list of acceptable and unacceptable donated items.
- Provides courteous and professional customer service.
- Must wear uniform issued by Goodwill.
- Acts as a friendly and sincere community representative of Goodwill Industries in the operation of the donation center.
- Maintains a clean and safe work area.
- Performs other duties as assigned or required.

III. EQUIPMENT AND TOOLS USED

Trucks, trailers, pallet jacks, roll carts, z-racks, basic warehouse equipment, etc.

IV. REQUIREMENTS

- Requires one year experience driving / operating a tractor trailer.
- Must be 21 years old and possess a valid CDL (Class A Preferred).
- Requires high school diploma or equivalent.
- Requires ability to comply with all Federal Motor Carrier regulations as well as federal, state and local driving / transportation regulations.
- Requires a safe driving record.
- Requires proper operation of LLGI tractor trailers.
- Requires ability to maintain proper load distributions.
- Requires ability to unload and move donations of clothing, furniture, appliances and other household goods.
- Requires ability to perform sorting and packing tasks to secure donations.

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- Requires strong customer service skills and the ability to communicate effectively with customers and staff.
- Requires knowledge of donation processing standards.
- Follows the dress code as directed by Goodwill and display a professional image and attitude.
- Ensures compliance with all Agency policies, procedures and safety standards throughout areas and maintain same to meet CARF, DOL and other applicable regulatory standards.
- Requires ability to be consistently at work and on time on scheduled work days.
- Requires ability to work a variety of schedules.
- Requires knowledge of company policies and procedures.
- Requires ability to follow all LLGI policies and procedures.
- Requires the ability to interact with people with disabilities in a manner which enhances their dignity, privacy and confidentiality.
- Requires ability to work independently while fostering a strong team atmosphere.
- Requires ability to complete tasks on time or communicate issues / problems with the appropriate person.
- Requires ability to promote a safe working environment and to ensure that all safety procedures are followed.
- Requires ability to successfully complete pre-employment drug screen, reference check and criminal background investigation.

V. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Position requires 75% truck driving, 25% material handling / warehouse work.
- Light industrial / warehouse environment.
- Subject to environmental conditions; exposure to heat and cold.
- Requires full use of body and ability to lift and move up to 50 pounds.
- Ability to push carts weighing up to 250 pounds.
- Ability to use pallet jack with loads of up to 500 pounds.
- Requires ability to lift, reach, bend and stoop.
- Requires visual acuity to operate vehicle and see to process donations.
- Exposure to allergens including dust, mold and pet hair.

VI. CONTACTS

- Retail Store Staff.
- Service Participants.
- Other LLGI Staff.
- Customers.
- Donors.
- Community Service Workers.

Acknowledgement of Position:

I acknowledge that this job description serves only as a guideline for the duties required of my position, and that job duties are subject to change, as the organization deems necessary. I understand and accept that these are the responsibilities and requirements of the position.

Employee Name (Please Print) _____ Date _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____