



JOB TITLE: Driver - Programs
REPORTS TO: Programs Director
STATUS: Part-time/Non-exempt

POSITION SUMMARY: The Driver is responsible for pickups and deliveries of donated goods, including perishable items, for the Montana Rescue Mission.

ESSENTIAL FUNCTIONS:

- Represent Montana Rescue Mission's core values, mission and vision statements.
- Follow MRM and Programs policies and procedures.
- Schedules pick up and deliveries, coordinating with donors and Program staff.
- Perform pickups and deliveries as scheduled in a timely, efficient, safe and professional manner according to store/facility guidelines.
- Exhibit safe driving habits; follow all applicable laws and MRM policies.
- Promote a good public relations image for MRM.
- Deliver exceptional customer service, strive to build and sustain positive relationships with individual and business donors.
- Perform basic vehicle maintenance as needed – fuel, fluids, tires etc.
- Submit a monthly vehicle safety checklist.
- Maintain a daily mileage log.
- Promptly communicate needed vehicle repairs to management.
- Keep the vehicle clean, organized, safe and secure at all times.
- Supervise volunteers, staff or guests assigned to assist.
- Supervise the loading and unloading of the vehicle, ensure that items are moved to proper areas in a prudent and safe manner.
- Submit pickup tickets, delivery tickets or receipt tickets to management daily.
- Communicate with supervisor about any problems that may arise including delays in pick-ups or deliveries, donor concerns or incidents involving MRM vehicles or personnel as these relate or interfere with safe or efficient fulfillment of driver duties.
- Complete all recordkeeping, documentation, and paperwork as required.
- Maintain warehouse space in an organized and efficient manner.
- Assist in other areas of the store or facility as requested by management.
- Attend trainings, meetings or other functions as required by MRM
- Other duties as assigned

SKILLS/QUALIFICATIONS:

- A solid and credible Christian witness and lifestyle that exemplifies Christ in character and action.
- Strong customer service orientation
- Ability to organize time and routing
- Ability to deal with the public with courtesy, respect and tact
- Ability to work independently and/or part of a team.
- Trustworthy with confidential material and information
- Dependable and punctual
- Able and willing to receive and follow instructions; willingness to ask for help when needed
- Ability to work varied shifts
- Valid Montana Driver's License and the ability to be covered under MRM vehicle insurance carrier.
- 25 years of age, due to insurance liability
- Neatly groomed appearance, including clean clothing and personal hygiene.

- Must be able to read, write and perform basic mathematical computations
- Personable, courteous, respectful and professional in interactions with others
- Able to safely complete duties in a timely manner
- Knowledge of greater Billings area and able to read a map
- Physically fit, knowledge and use of safe handling and lifting techniques

PHYSICAL FACTORS/WORKING CONDITIONS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Requires working in inclement weather and occasional odd hours

Sitting – *Frequently*

Lifting/Loading and move up to 75 lbs, more with assistance - *Frequently*

Bending – *Frequently* Reaching – *Frequently*

See, Talk and Hear – *Continuously*

Stand, stoop, kneel, crouch and balance - *Frequently*

Bend, twist, push, pull - *Frequently*

Requires good eye/hand coordination and good reflexes/physical reactions - *Continuously*

The noise level in the work environment is usually moderate to loud. Work conditions may expose employee to occasional extreme outdoor weather conditions briefly while loading and unloading pickups. Frequent travel required.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities

EDUCATION/EXPERIENCE:

High school diploma or GED preferred.

Previous experience driving a commercial truck and loading/unloading such, preferred

Requirement:

Montana Rescue Mission is a privately funded 501 (3c) non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel by being an exemplary provider of effective and efficient solutions for those we serve, from a distinctly Christian perspective. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the spiritual activities of Montana Rescue Mission including leading/participating in prayer, devotions, bible studies, etc.;
- Subscribe to Montana Rescue Mission Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Montana Rescue Mission Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive. I agree that I can do this job as described unless noted otherwise on this form.

Signature

Printed Name

Date