

**FORT BEND WOMEN'S CENTER
JOB DESCRIPTION**

RESALE STORE DRIVER

REPORTS TO: Logistics Manager

SUPERVISES: N/A

STATUS: Hourly/Non-exempt

RESPONSIBILITIES: Assist with the operation of Resale Stores, furniture pick-up, and client deliveries

DUTIES:

1. Represents the FBWC culture by demonstrating the agency's core values to donors, clients and co-workers.
2. Accepts donations, ensuring that donors are issued proper receipts and treated in a courteous manner.
3. Organizes donation pick-ups to ensure smooth operation of pick-up and delivery services.
4. Loads and unloads all donated items from Resale Store truck in a safe and respectful manner.
5. Works with store management team to determine placement of donations in stores.
6. Assists in organizing donations in the Resale Store and storage units.
7. Assists in trash runs and Donation Center pickups.
8. Attends meetings related to Resale Store operations.
9. Maintains all records pertaining to trucks, plus any other necessary paperwork.
10. Responsible for weekly safety inspection of assigned truck.
11. Must be able to meet the annual KPI's.
12. Other duties as needed.

HOURS: Full-time 40 hours per week with benefits.
Must be able to work weekends when needed.

QUALIFICATIONS:

1. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Teamwork).
2. Must have a valid Texas Driver's License and proof of auto liability insurance.
3. Must be 25 years of age or older with a clear driving record.
4. High School Graduate or GED.
5. Must be able to lift 30 lbs. or more and able to get on a 2-step ladder.
6. Must pass a criminal background check and subject to drug screening.
7. Ability to work with the public and people from diverse backgrounds in a professional manner.

Employee Signature

Date