

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. Responsible for weekly safety inspection of assigned truck.
2. Organize donation pick-ups to ensure smooth operation of pick-up and delivery Services.
3. Load and unload all donated items from Resale Store truck in a safe and respectful manner.
4. Work with store management team to determine placement of donations in stores.
5. Assist in organizing donations in the Resale Store and storage units.
6. Assist in trash runs and donation center pickups.
7. Attend meetings related to Resale Store operations.
8. Maintain all records pertaining to trucks, plus any other necessary paper work.
9. Accepts donations, ensuring that donors are issued proper receipts and treated in a courteous manner.
10. Represent the FBWC culture by demonstrating the agency's core values to donors, clients and co-workers.
11. Must be able to meet the annual KPI's as defined for current year.
12. Other duties as needed.

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

**QUALIFICATIONS:**

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

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Employee Signature

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Date