

## JOB DESCRIPTION DRIVER CLASS A

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### **MISSION:**

Goodwill's mission is to provide work opportunities and skills development to people with barriers to employment.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

<h3><b>STRATEGIC VISION:</b></h3> <p>Every person in Kern, Kings and southern Tulare counties has the opportunity to achieve his/her fullest potential through the power of work.</p>	<h3><b>VALUES:</b></h3> <ul style="list-style-type: none"><li>• Accountability</li><li>• Integrity</li><li>• Dignity</li><li>• Diversity</li><li>• Entrepreneurial Spirit</li><li>• Excellence</li><li>• Opportunity</li><li>• Responsibility</li></ul>
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**DEPARTMENT:** Retail Services

**PURPOSE OF POSITION:** Transportation of donated goods between facilities and Attended Donation Centers.

**SUPERVISION RECEIVED:** Retail Management

**CLASSIFICATION:** Non-Exempt

DUTIES AND RESPONSIBILITIES: (Position may perform some or all of the duties described below):

1. Responsible to drive truck and to move merchandise between facilities and attended donation centers.
2. Responsible to drive forklift when needed to move merchandise in a safe and efficient manner.
3. Performs preventative maintenance on trucks/forklift and material handling equipment as needed. (i.e. oil, brake fluid, etc.)
4. Cleans and maintains processing areas, trucks and attended donation stations. Also, assist Store Managers as requested.
5. Responsible to drive truck on route and pick up materials according to schedule.
6. Loads and unloads truck and handles merchandise using proper techniques and equipment without damaging goods.
7. Works with and directs helper to maximize production efficiency.
8. Secures materials in truck to prevent shifting and damage during transportation.
9. Responsible to use good judgment and tact when deciding to accept or reject donations offered.
10. Complete all reports and documentation accurately and timely.
11. Complies with Safety and Loss Prevention policies and procedures.
12. Provides all necessary customer service while projecting a positive image during public contact.
13. Responsible to perform housekeeping duties to maintain cleanliness of donation area, interior and exterior of the store.
14. Maintain a high level of confidentiality.
15. Attends meetings and training sessions as required.
16. Direct and coordinate the activities of employees engaged in the production area and follow "STAR"
17. Reports and documents safety hazards, potentially hazardous conditions, and unsafe practices and procedures.
18. Responsible for other duties as assigned.

**MINIMUM JOB REQUIRMENTS:**

1. High School Diploma or GED Preferred.
2. Have Class A California Driver License and a Department of Motor Vehicle Record with no major violations or suspensions for violations such as convictions for DUI, reckless driving, or related serious violations. Demonstrable ability to drive large trucks and forklifts.
3. At least one year experience driving truck with Class A Driver Licence.
4. Able to read and write, communicate effectively both orally and in writing
5. Ability to deal with the public, demonstrating appropriate public relations behavior as a company representative.

PHYSICAL REQUIREMENTS/DEMANDS: Driver Class A

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing			x	
2. Bending			x	
3. Carrying		x		
4. Climbing			x	
5. Crawling	x			
6. Crouching		x		
7. Feeling				x
8. Fingering/Fine Dexterity		x		
9. Flexing Wrist				x
10. Grasping/Squeezing				x
11. Handling/Gross Dexterity				x
12. Hearing			x	
13. Kneeling		x		
14. Lifting				x
15. Pulling				x
16. Pushing				x
17. Reaching – Above Shoulder			x	
18. Reaching – Shoulder & Below			x	
19. Reclining	x			
20. Sitting			x	
21. Standing			x	
22. Stooping		x		
23. Talking			x	
24. Tasting/Smelling	x			
25. Throwing		x		
26. Turning Body				x
27. Twisting Body				x
28. Walking				x
29. Near Vision				x
30. Midrange Vision				x
31. Far Vision				x
32. Depth Perception				x
33. Visual Accommodation				x
34. Color Vision			x	
35. Field of Vision/Peripheral				x

**LIFTING AND CARRYING REQUIREMENTS/DEMANDS:**

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	(Administrative/Clerical) Class 1 Light Activity	Lift/Carrying Minimum 30 LBS		
	MEDIUM (Moderate Physical Activity)		Lift/ Carrying Minimum 50 LBS	
x	HEAVY (Heavy Physical Labor)			Lift/Carrying Minimum 70 LBS

**ENVIRONMENTAL CONDITIONS:**

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors		x		
Outdoors				x
Dust				x
Electric Shock	x			
Explosive	x			
Exposure to Weather			x	
Extreme Cold			x	
Extreme Heat			x	
Fumes/Gases			x	
High Exposed Places			x	
Loud Noises			x	
Mist		x		
Moving Mechanical Parts				x
Odors			x	
Poor Ventilation	x			
Radiant Energy	x			
Toxic/Caustic Chemicals		x		
Vibration		x		
Wet/Humidity		x		

NAME:	
SIGNATURE:	DATE: