

TITLE: Laborer/Truck Driver
CLASSIFICATION: Part-time, Hourly Support Staff
EMPLOYED BY: Shelby Baptist Association
SUPERVISED BY: Donations Center Coordinator and
Ministries Center Director

PRIMARY FUNCTION:

Pick up donations, work with furniture ministry, assist with garbage removal, assistant to donations center coordinator.

RESPONSIBILITIES:

1. Work with another staff person or volunteer to drive a ministry center-owned truck to pick up donations from businesses or private individuals.
2. Operate a forklift as needed for moving large items and pallets.
3. Empty garbage cans and trash carts.
4. Load baling machine.
5. Empty donation drop-off area.
6. Drive dump truck to landfill.
7. May occasionally have to supervise volunteers or others doing community service.
8. Other jobs as assigned by supervisor.

OTHER:

1. Must have a good driving record and experience driving large trucks.
2. Must be able to drive a truck with a straight shift transmission.
3. A Commercial Drivers License is a plus but not required.
4. Must be physically fit enough to lift heavy items.
5. Must be willing to submit to random drug screenings.
6. Must be kind and courteous.