

WOMEN AND CHILDREN'S HORIZONS, INC.
Position Description

TITLE: Donations Driver

CLASSIFICATION: Non-Exempt

REPORTS TO: Nifty Thrifty Store Manager

POSITION SUMMARY: Position performs a variety of responsibilities as they relate to picking up donations, which include furniture, and delivering and unloading them to our warehouse.

EDUCATION/EXPERIENCE REQUIRED: Light maintenance

PERSONAL AND PROFESSIONAL QUALIFICATIONS: Clean driving record. Capable of lifting 75 pounds on a regular basis, with appropriate assists, i.e. flat beds, dollies, lift belt. Able to deal with the public in a friendly and courteous manner, representing our agency with a professional attitude and demeanor. Able to perform job responsibilities without being repeatedly told what to do. Physically and mentally capable of performing all job functions.

REPRESENTATIVE RESPONSIBILITIES:

1. Understand and support the mission and purpose of Women and Children's Horizons, Inc.
2. Have good knowledge of Kenosha and the surrounding areas.
3. Provide donor assistance by accepting/loading donations with a thankful attitude.
4. Deliver and unload donated goods to Nifty Thrifty's warehouse.
5. Adhere to the organization's Code of Ethics, Policies and Procedures, Code of Conduct and Confidentiality, and Agency-Wide Employee/Manager Standards.
6. Perform other duties as assigned.
7. Maintain a clean driving record.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Furthermore, all candidates for employment will be subjected to a police and social services check. Women and Children's Horizons, Inc. is a non-smoking environment.
