



**Job Title: Truck Driver**

**Department: Central New Mexico**

**Reports to: DC Manager**

**Effective Date: 11/1/2021**

**Job Summary:**

Responsible for customer service in the community involving scheduled donation pick-up, transport, and drop-off. The Truck Driver will represent Big Brothers Big Sisters Donation Center professionally through timely adherence to designated routes, special events, and clothing drives.

**Duties/Responsibilities:**

Driving Truck & Delivery of Goods

- Adhere to all designated routes and schedules.
- Safely lift and organize goods in truck and/or storage areas; will require lifting of odd and heavy objects.
- Record activity of each stop accurately.
- Deliver all donations to Savers store (unless told otherwise by management) and assist with unloading the truck, including accurately recording the weights and quantities of all items delivered.
- Be responsible for the safe operation of the truck, adhering to strict safety on the road, reporting all concerns to the Donation Center Manager.
- Assist the other drivers as needed in completing stops for the day.
- Submit completed paperwork and fuel receipts to the Donation Center at completion of the route.
- Lift heavy objects in/out of truck, may pass-on to store personnel.
- Unload items into storage areas, as needed.
- Utilize computer software to print routes and log merchandise data.

Customer Service/Agency Communication

- Report to Donation Center via cell phone every 2 hours each day and at noon with estimated cartage/miscellaneous and if you will be able to finish the route.
- Report to the Donation Center via cell phone at the end of route each day with ETA to the truck storage yard and estimated cartage/miscellaneous.
- Communicate all concerns with the route via cell phone as required.
- Answer phone when necessary and assist with retrieving general donation center messages daily and greeting customers.
- Work closely with Office Assistant to accomplish tasks.
- Will attend staff and departmental meetings, as necessary.

Other Duties as assigned.

**Required Skills/Abilities:**

- Must be able to work harmoniously with BBBS personnel, donors, Savers staff, clients, volunteers and others
- Two years demonstrated experience and appropriate skills working with a truck and/or transport of goods
- Must be able to work with Microsoft Office applications, specifically Access and Internet Explorer
- Must be able to navigate database systems with minimal guidance
- Must be able to successfully organize and monitor the completion of tasks
- Demonstrated organizational and interpersonal skills
- Able and willing to work an irregular and flexible schedule, including evenings and weekends, based on donation center needs
- Must pass a pre-employment physical and drug test. A drug test may be required after a traffic incident. May be drug tested at any time with or without warning.
- Be able to lift and carry:
  - Objects: various shapes and sizes.
  - Distances: up to 50 feet at one time.
  - Weight: 1 to 50 pounds frequently, occasionally while climbing stairs; 50 to 75 pounds occasionally.
- Lift: from the floor to a height of 34" (truck cargo box floor) and to a height of 70" (for stacking merchandise inside cargo box).
- Be able to drive the course of an 8-12 hour day, stopping at numerous addresses, in all weather conditions including extreme heat, cold, and possibly slippery footing.
- Be able to push and pull a hand truck loaded with 150 pounds.
- Be able to sit for up to 75 minutes at a time.
- Be subject to criminal background check.
- Have a reliable vehicle in which to report to the Donation Center, and also in which to drive to the truck storage yard.
- Must have valid NM driver's license, clear MVD record, proof of insurance.

**Equal Employment Opportunity**

BBBS of CNM provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

**Job Responsibilities**

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS of CNM may change the specific job duties with or without prior notice based on the needs of the organization.