



Fleet Truck Driver Assistant

St. Vincent DePaul is looking for ambitious and hardworking individuals to add to our team! We have full-time work available in our retail stores. Candidates must have exceptional customer service skills, attention to detail, and have the physical ability to lift up to 35 lbs. repetitively and 50 lbs. on occasion. This position also requires motivation, and the ability to work as part of a team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Driver with AM vehicle inspection
- Prepare truck cab & trailer for the day
- Assist Driver in a safe manner, observing all vehicle regulations
- Navigate for driver; Assist in locating individual addresses to various homes, businesses and SVDP sites to pick up and/or deliver items
- Review route for the day with driver; discuss any potential issues
- Place call-aheads for driver; answer phone if truck is in motion
- Remove items from the various sight with the highest regard for safety of yourself, time and damage prevention to site or items.
- Use good judgment when stacking items and tying down when necessary
- Assist Driver with end of day duties; Clean up in cab & trailer, paperwork
- Process donations throughout the store

KNOWLEDGE, SKILLS AND ABILITIES

- Basic literacy skills as gathered in high school or equivalent
- Ability to use tie-down knot, lift gate, hand truck and forklift
- Previous driving of oversized vehicles and moving experience preferred
- Knowledge of local area necessary
- Ability to work with the highest regard for personal safety and the safety of those around you
- Ability to work as part of a team
- Strong oral communication skills when dealing with the public as well as co-workers
- Self-motivated, organized and able to work as part of a team
- Frequent walking, lifting, carrying, bending, stooping, pushing and pulling to pick up, deliver, load and unload items throughout the day
- Valid driver's license preferred but not required

Wage: Starts at \$15/hr, Medical, Dental & Vision, paid time off, and employee discount after 3 months. Vacation after 12 months. Holiday pay after 3 months.

Signature: _____

Date: _____