



Fleet Truck Driver Assistant

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

St. Vincent de Paul is looking for ambitious and hardworking individuals to add to our team! We have full-time work available as a Fleet Truck Driver to transport items to and from businesses and homes throughout the county. Candidate must have exceptional customer service skills, attention to detail, lift up to 50 lbs., and work hard and efficiently in all weather conditions. This position also requires motivation, and work as part of a team.

Responsibilities and Duties:

- Assist driver with a.m. vehicle inspection
- Prepare truck cab & trailer for the day
- Assist driver in a safe manner, observing all vehicle regulations
- Navigate for driver and 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 calls-ahead for driver; answer phone if truck is in motion
- Remove items from the various sites 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, and paperwork
- Process donations throughout the store
- This list is not all-inclusive, and other duties may be assigned

Knowledge, Skills, and Abilities:

- Basic high school literacy skills or equivalent
- Use tie-down knot, lift gate, hand truck and forklift
- Previous driving of oversized vehicles and moving experience preferred
- Knowledge of local area necessary
- Work with the highest regard for personal safety and the safety of those around you
- Work as part of a team
- Strong oral communication skills when dealing with the public as well as co-workers
- Self-motivated, organized, and 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

Job Type: Hourly. Full time. Must be able to work Saturdays.

Wage: \$16.00 per hour.

Benefits:

- Health, and Dental Insurance
- Employee Assistance Program
- Employee discount
- Flex time
- Vacation and holiday pay
- 401K

Signature: _____

Date: _____