

## Position Description

**Position:** Driver  
**Classification:** Full-time  
**Reports To:** Thrift Store Manager



### Position Summary:

*As a key role in the successful operation of the thrift store, the Truck Driver is responsible for creating and maintaining great customer service experiences for our donors; so that, services and programs provided by The Place of Forsyth County, Inc. are adequately funded. This will include scheduling and making pickups and deliveries of large furniture and assisting to maintain a safe, positive, and clean environment in the thrift store warehouse.*

### Responsibilities & Duties:

- Respond to donor inquiries for donation pickups timely and with courtesy, professionalism, and enthusiastic demeanor.
- Efficiently and effectively schedule pickups with donors and deliveries with customers.
- Tactfully communicate with donors the items that are not being accepted.
- Safely pickup and deliver to and from the thrift store large pieces of furniture.
- Act as a representative of the organization to the community.
- Work with thrift store team to insure successful financial performance.
- Assist with oversight of community service workers.
- Assist with maintaining a safe and clean work environment in the thrift store.

### Qualifications and Experience:

- High school diploma or G.E.D.
- Forklift certification preferred; or willingness to become certified (training provided)
- Valid GA driver's license – CDL preferred; good driving record required
- Ability to pass a DOT physical.
- Ability to pass a drug test.
- Ability to drive a box truck.
- Ability to lead and inspire others.
- Ability to prioritize and multi-task.
- Ability to work with a diverse group of people.
- Ability to delegate responsibilities.
- Ability to train, observe, and tactfully hold others accountable.
- Ability to stand and move around the duration of the day.
- Ability to work in sometimes cold and hot environments.
- Ability to tolerate dust.
- Ability to safely lift objects at times heavier than 75lbs.
- Possess an appreciation for all races, religions, sexual orientations, and backgrounds.
- Possess a non-judgmental attitude towards people of lower socio-economic means, criminal histories, and any other personal differences.

**DISCLAIMER:** *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*

Persons performing this job may work with individuals performing community service. The Place of Forsyth County does not tolerate harassment of any kind.



The Place of Forsyth County has a strict “No violence policy in the workplace.

Weapons” policy and strictly enforces a no-

Work schedules may vary depending on the needs of The Place of Forsyth County and may require working weekends, holidays, and evening hours.

The Place of Forsyth County reserves the right to revise this job description at will.

***This job description in no way represents a contract of employment.***

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_