

# OPEN DOOR MISSION

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Restoring Hope and Changing Lives in Rochester, NY.



## Job Description: Driver

- Reports to Facilities Manager
- Status –PT/NE
- Schedule – Varies
- Location – All facilities
- Revised April 21, 2016

The Open Door Mission considers every position one of ministry and a vital part of our team. Therefore, it is essential that all employees of ODM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values. Additionally, employees must be willing to lead and/or participate in Bible study, prayer, devotions and sharing the Gospel.

## SUMMARY OF POSITION:

Under the supervision and direction of the Facilities Manager, safely and courteously pick up perishable and non-perishable goods from designated donors and deliver to ODM. Transport students and guests to appointments and other approved events or locations as scheduled.

## DUTIES & RESPONSIBILITIES:

- Responsible for providing respectful, courteous service with a “can do” attitude; interact with and respond to ODM employees and guests in a professional, helpful manner.
- Receive and follow instructions and route information regarding donation pick-ups.
- Responsible for making sure vehicle has been fueled, oiled and inspected before departure time.
- Responsible for load being safely secured and road-worthy. Does final check on load before any departures.
- Operate ODM vehicles at all times in a safe manner, complying with all laws and ODM policies.
- Clean interior and exterior of vehicle on a daily basis.
- Visually inspect vehicle on a daily basis, for any needed repairs or maintenance. To the extent that the driver is able, make small repairs. Will record any such repairs in the driver log provided by ODM that is in a binder in the vehicle.
- Responsible for immediately reporting to supervisor regarding any maintenance or repair needed.
- Communicate with supervisor about any problems that may arise including delays in pick-ups or deliveries, donor concerns or incidents involving ODM vehicles or personnel as these relate or interfere with safe or efficient fulfillment of driver duties.
- Complete all recordkeeping, documentation, and paperwork as required.
- Will be neatly groomed and represent ODM in a professional manner at all times.
- Other duties as assigned

## SKILLS & QUALIFICATIONS:

- Be a born again, mature Christian able to clearly communicate the Gospel as opportunities during the work day arise (1 Peter 2:21 and 1 Peter 3:15).
- Have a desire to serve the Lord through widely varied responsibilities to advance ministry to those currently homeless and the urban poor of Rochester, NY with a compassionate heart.
- Ability to work well with others and/or independently
- Have a clean AND valid New York State Driver’s License
- Highly trustworthy and conscientious – dependable and responsible
- Skilled and safe driver in all types of weather
- Must be able to read, write and perform basic mathematical computations
- Able and willing to receive and follow instructions
- Personable, courteous, respectful and professional in interactions with others
- Able to safely complete duties in a timely manner
- Knowledge of greater Rochester area and able to read a map
- Physically fit, knowledge of safe handling and lifting techniques

## WORKING CONDITIONS/PHYSICAL FACTORS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

Sitting – Frequently

Lifting/Loading (pushing, pulling, etc.) up to 60 lbs – Frequently – more with assistance

Bending – Frequently

Reaching – Frequently

See, hear, and speak - Continuously

## EQUIPMENT/TOOLS USED:

Hand-truck, Dolly

**EDUCATION/EXPERIENCE:**

Previous driving experience, including driving in inclement weather

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor. I understand that employment is always "at-will".

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Employee Name

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Signature

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Date