

Job Title: (non-CDL) Furniture Donation Driver

Reports to: Operations Manager

FLSA Status: Non-exempt (hourly)

Hours per week: 36-40+

Compensation: 14.50-16 hourly based on experience

Driver Summary:

The Furniture Driver duties will include, but are not limited to, Driving and operating a fleet van, 14ft box truck, 16ft box truck, and 26ft box truck to complete donation pick-ups. These pickups may be from partner agencies, stores, donors, or other entities, in which the driver must present themselves in a professional manner. These donations will originate by majority from the personal residence of donors, so care will need to be given to homes as items are picked up. A working knowledge of safe lifting technique, dolly's, furniture floats, and cargo straps will be needed. The driver may be required to bend, pull, lift, or push objects weighing in excess of 75+ pounds. If the Food Driver is out for any reason, responsibility for those routes will shift to the furniture driver. Any vehicle operated will need to be inspected, and then cleaned after operations to ensure a safe and presentable work space. The driver will be responsible for being familiar with and ensuring that CEC's Fleet Operations Policy is adhered to for all vehicles. On occasion, the driver may be required to assist with other CEC events and/or departments as directed by supervisor. On occasion, may be required to adjust work schedule to perform evening or weekend duties as instructed by supervisor.

Specific Duties

- Operate the company vehicle in a safe and courteous manner.
- Safely transport donated goods to or from locations as required, including setting up or breakdown of items.
- Communicate professionally with clients and donors at all times.
- Assist with warehouse or store operations if needed

Qualifications:

- **Strong Communication Skills**
- **Must be 21 years or older**
- **Willingness to learn**
- **Strong sense of professional conduct**
- **Class C Valid Texas Drivers License**
- **Ability to bend, stoop, crouch, walk, or run**
- **Ability to move up to but not excluding 75+ pounds**
- **Working knowledge of safe lifting and moving technique and appropriate equipment**
- **Ability to safely operate up to a 26ft refrigerated box truck**
- **Must be able to pass a criminal background check**

Disclaimer

This job description in no way states or implies that these are the only duties to be preformed by this position. He/She will be required to follow any other instructions and to preform any other duties upon request of his supervisor within reason. CEC is a Equal Opportunity Employer. CEC does not discriminate on the basis of race, religion, color, sex, gender, identity, sexual orientation, age, national origin, veteran status, or any other reason.

Benefits

- Medical
- Optional Vision
- Optional Dental
- Paid Time off

Schedule

8-hour shifts