

JOB DESCRIPTION: DRIVER

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| Department: | Child Hunger |
| Reports To: | Warehouse Director |
| Recruited By: | Executive Director of Child Hunger |
| Approved By: | Vice President of Church Relations and Strategic Operations |
| Organizational Unit: | Headquarters |
| Status: | Part-Time |
| Classification: | Non-Exempt |

JOB SUMMARY

The Driver's responsibility is to receive and deliver donations coming through the Harold Clark Simmons Compassion Center's warehouse.

ESSENTIAL DUTIES AND FUNCTIONS

- Assists in coordinating pickups and deliveries
- Pickup donations from distributors
- Loads and Unloads deliveries and pickups
- Assists in the recruitment of distributors and partners
- Delivers resources to One More Child campuses and sites
- Ensures regular maintenance, cleanings, and upkeep of warehouse vehicles
- Works with the Volunteer Coordinator in providing excellent volunteer experiences in the warehouse
- Oversees safe food storage practices in the Harold Clark Simmons Compassion Center
- When not driving, works with warehouse coordinator on warehouse projects
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- High school diploma or GED required; advanced education preferred
- Strong organizational/administrative skills
- Maintain a strong sense of partnership and teamwork
- Self-starter with drive, passion and initiative

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Basic computer and systems skills including experience with Microsoft Word
- Ability to build effective professional working relationships internally and externally.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Skills in effectively organizing work, files, records, etc., to maintain efficient workflow.
- General knowledge of standard office practices and office equipment.
- Willing to work Saturdays when needed.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to lift over 50 pounds. The employee frequently is required to use hands to finger, handle, or feel. The employee must be able to operate a forklift. The employee is regularly required to walk and reach with hands and arms, stoop, or kneel. Specific vision abilities required by this job include far and close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a warehouse environment with regular driving responsibilities.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____