



Resource Network Truck Driver/Mover – FT Hourly

Work Schedule: Monday-Friday 9am-5pm, alternating Saturdays 9am-12pm as scheduled

Department: Resource Network

Reports to: Resource Network Specialist – Furnish the Future and Warehouse

Vision: The HomeFront Resource Network Team believes that families need basic necessities to live a life with dignity. The Resource Network team works together to provide these items to HomeFront families by harnessing the caring and resources of our community. The Resource Network Team treats all clients, donors, colleagues, and volunteers with respect and values the important role each plays in making the Resource Network possible.

To achieve this vision, the HomeFront Resource Network values several principles:

Organization: Our community is incredibly generous and we are grateful for it. Managing the volume of donations given to HomeFront requires that our operation be ruthlessly organized and tidy. One unorganized day can lead to weeks of challenges. We will maintain a high standard of organization at all times.

Collaboration: No one component or team member of the Resource Network can function effectively without the others - clients, donors, colleagues, and volunteers. We understand that we can only be successful if we work well together.

Empowerment: Families often come to HomeFront after experiencing significant trauma in their lives. Part of our work is to restore our families' sense of empowerment and choice and to offer clear guidelines on how to access goods and services through the Resource Network. We offer meaningful choice to our clients, honor their wishes, and make program guidelines transparent.

Outcomes: Our work is only effective if we are reaching families in need. We set and achieve ambitious goals to serve as many families as resources permit.

Essential Job Functions and Responsibilities:

- Fulfill daily schedule on time to meet monthly pickup and delivery goals
- Start each day promptly – truck on the road by no later than 9:15am
- Follow proper safe lifting procedures and use of appropriate equipment to lift and transport
- Follow safe driving practices and obey parking signs
- Load truck and secure donations inside the truck

- Maintain tidy and impeccably organized furniture and donation storage in the warehouse
- Unload furniture deliveries and immediately relocate items to their proper homes
- Provide tax receipts to donors, collect donations, and return both by the end of the day
- Deliver furniture and household appliances/items to clients
- Provide a high level of quality service to donors and clients, as reflected in satisfaction surveys
- Serve as a HomeFront ambassador, representing the best of HomeFront at all times
- Walk through entire warehouse to tidy up, remove trash, identify items out of place daily
- Prepare truck by loading/unloading for the following day before leaving for the night
- Conduct weekly inspection of truck and fill-out log as specified
- Vacuum/wipe down truck cab interior and remove garbage weekly
- Notify Vehicle Maintenance Supervisor of truck repairs as required
- Ensure truck contains adequate levels of gasoline
- Check oil in truck regularly
- Communicate effectively with donors and clients
- Check e-mail daily
- Support Resource Network teammates and fill in for them as needed
- Other related duties as assigned

Job Competencies:

- Ability to operate 17-foot box truck
- Operate pallet jack
- Build and break-down pallets
- Excellent communication skills

Job Requirements:

- Valid driver's license
- CDL license encouraged, but not required
- Clean driving record
- 25 years old to meet insurance requirements

Physical Demands and Work Environment

- Exposure to weather conditions prevalent at the time
- Ability to lift furniture and household appliances up three flights of stairs with assistance
- High Physical Demand - frequently lift and transport up to 100lbs with assistance
- Able to bend, kneel, stand, walk and climb several flights of step

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