

JOB TITLE: Thrift Store Truck Helper  
REPORTS TO: Logistics Supervisor  
DEPT: Thrift Store

STATUS: REG/PT/NE  
SCHEDULE: Generally 8am-4pm M-F, some W/E  
As assigned, up to 29 hrs per week  
REVISED: 5/8/2020

*Winston-Salem Rescue Mission (WSRM) is a Christian, non-denominational service ministry, existing to help hurting men find healing in the gospel of Jesus Christ and hope through the new life Christ gives. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.*

### **SUMMARY OF POSITION:**

Under the supervision and direction of the assigned WSRM Truck Driver, safely and courteously assist with pick-ups and deliveries between Donors, Thrift Store buyers, and WSRM.

### **DUTIES AND RESPONSIBILITIES:**

- Help the driver in all aspects of the truck pickup and delivery process.
- Receive and follow instructions from the WSRM Truck Driver regarding pick-ups and deliveries.
- Responsible for getting out of the truck upon arrival at each stop and guiding the driver into the parking spot.
- Responsible for placing the wheel chock down before the truck is opened up.
- Responsible for helping the driver secure each load inside the truck before leaving for the next stop.
- Assist in the loading and unloading of the truck.
- Help the driver clean interior and exterior of truck on a weekly basis, or as needed.
- Responsible for providing respectful, courteous service with a “can do” attitude.
- Interact with and respond to donors, customers, WSRM employees and guests in a professional, helpful manner.
- Responsible for being neatly groomed to represent WSRM in a professional manner at all times.
- Additional duties as assigned.

### **EDUCATION/EXPERIENCE:**

- Must be at least 18 years old.
- High school diploma or GED preferred.

### **SKILLS AND QUALIFICATIONS:**

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Highly trustworthy and conscientious – dependable and responsible.
- 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 safe handling and lifting techniques.
- Knowledge of Triad area and able to read a map.

**WORKING CONDITIONS/PHYSICAL FACTORS**

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

- Lifting/Loading up to 50 lbs. individually, more with help - Frequently
- Requires working in inclement weather
- Sitting, bending, reaching - Frequently

**EQUIPMENT/TOOLS USED:**

- Hand-truck/Dolly
- GPS
- Lifting Harness
- Radio
- Phone

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Employee Signature

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Date