

The Truck Driver is responsible for outreach donation pick-ups and drop-off for sale at United Cerebral Palsy of Nevada Thrift Store. The Outreach Driver will have a demonstrated ability to drive a medium-size box truck, and to independently load and unload donations. Must be able to maintain good relations with donors, fill out tax receipts and other documentation as required.**Essential Functions and Duties**

- Drive thrift store donation truck to pick up donated items scheduled by the Outreach Coordinator
- Meet with potential furniture donors and discourage unsatisfactory donations in a diplomatic and professional manner so as not to discourage future donations.
- Responsible for loading and unloading of truck assigned and others as required.
- Maintain vehicle in good operating condition and cleanliness notifying supervisor of any maintenance needs.
- Responsible for safe and secure operation of the vehicle
- Share the United Cerebral Palsy of Nevada mission with shoppers and general public
- Ensure quality of inventory by adhering to merchandise standards, and preventing damage to donated goods
- Ensure donation paperwork, and donor receipts are completed, accurate, and secured
- Participate in store special events, and sales as scheduled, or assigned by Outreach Coordinator
- Adheres to policies, and procedures of United Cerebral Palsy of Nevada

#### **Tools and Equipment Used**

- Truck Drivers will be trained on how to use store equipment, such as baler, compactor and any other equipment necessary for successful employment.

#### **Special Requirements**

- Drivers must possess, and maintain a valid state driver's license, and provide a copy to Human Resources if operating any United Cerebral Palsy of Nevada vehicle.
- Must be able to lift, and carry donation items weighing up to 75 pounds with assistance
- Must be able to sustain a full shift of standing, walking, lifting, and bending

#### **Physical Demands and Work Environment**

- The physical demands, and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee is frequently required to stand and talk, or hear; use hands, and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands, and arms
- Employee is required to walk, climb stairs, and be able to move about freely
- Specific vision abilities required by this job include close vision, and the ability to adjust focus
- Ability to lift objects weighing 25 –75 pounds with assistance
- Frequent reaching, bending, stooping, and stretching are required

## **Qualifications**

- Must have a valid Driver's License and proof of eligibility to work in the United States
- High School Diploma or GED equivalent preferred
- Effective communication, and customer service skills
- Experience in a retail work setting, preferred
- Knowledge of second hand, or thrift store operations helpful
- Ability to work with a variety of people in a busy work environment
- Must be organized, and personable
- Scheduled to work 40 hours a week

**Reports to** Outreach Coordinator, Director of Human Resources, Thrift Store Manager  
**Classification and Required Conditions of Employment**

- Full-Time: Benefited
- Criminal Background Check

Job Type: Full-time

Required education:

- High school or equivalent

Required license or certification:

- Driver's License

Job Type: Full-time

Salary: \$11.50 /hour

Required education:

- High school or equivalent

Required license or certification:

- Driver's License