

Charleston Animal Society (CAS)

JOB DESCRIPTION

<u>Dept./Division:</u>	Development
<u>Title:</u>	Furniture Delivery Driver and Mover
<u>Supervisor/Title:</u>	Resale Store Manager
<u>Direct Reports:</u>	None
<u>Working Relationships</u>	All staff, managers, and volunteers
<u>Compensation:</u>	Non- exempt ; Full Time or Part-time, commensurate with experience and qualifications
<u>Job Summary:</u>	The Furniture Delivery Driver/Mover/Key Holder will drive company vehicles and rented box trucks to pick up donations such as furniture and transport the merchandise to the Resale Store. This position will require loading and unloading heavy items and driving throughout the tri-county area. This position will also be required to manage the Resale Store duties on days when deliveries are not scheduled.
<u>Key Responsibilities:</u>	<ul style="list-style-type: none"> • Operates vehicles safely on public roads between resale store location and customers’ homes • Drive company vans, trucks, and/or rental trucks • Responsible for the safe pick-up of all donated merchandise including high-end furniture and antiques. • Observes all state and federal traffic laws and wears a seatbelt while in the company vehicle at all times. • Maintain effective and professional working relationships with staff, volunteers, customers, donors and the public. • Calls donors and verifies merchandise pick up times and locations. • Knowledge of furniture moving techniques. • Ensures that vehicles, intake areas, and showroom floor stays clean and organized. • Removes and disposes of packing materials. • Clean, sort, price and stock merchandise. • Assist in the preparation and display of merchandise. • Distribute donation receipts, information and/or marketing materials. • Clean the exterior and the driver compartment of vehicle on regular basis. • Inspects the delivery vehicle daily to diagnose defects and keep it performing properly. <p style="text-align: center;"><u>Other Duties</u></p> <ul style="list-style-type: none"> • Responsible for housekeeping services in the facility. • Sweep, Mop, and vacuum floors as needed. • Empty/clean wastebaskets and trash containers. • Wash accessible interior and exterior windows. • Key holder responsibilities when manager is off premises.
<u>Qualifications:</u>	<p>Dependable and committed. Punctual and reliable. Positive attitude. Strong work ethic. Works well under pressure. Must be able to maintain a high degree of patience. Must maintain a professional personal appearance. Must be able to understand and complete instructions furnished in written, oral or scheduled form. Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.</p>

<u>Additional Information</u>	<ul style="list-style-type: none"> • Must be at least 21 years' old. • High school diploma or equivalent. • Valid South Carolina driver's license required and must have excellent driving record. • Must be self-guided individual requiring minimal supervision. • Physical requirements include, but are not limited to, stooping, crouching, bending, lifting, lowering, reaching, twisting, pulling, pushing, carting and carrying are intermittent tasks that routinely occur. • Ability to lift up to 75 lbs. without help and up to 300 lbs. with the assistance of a dolly. • Must stand for long periods of time. • Most work will be both outdoors and indoors with general warehouse conditions, in which some work areas may not be heated or air conditioned. • Regularly required to climb stairs. • Must have a full range of motion and dexterity. • Background Check, MVR Check, and Drug Test are all pre-employment requirements.
<u>Schedule:</u>	Shifts vary based on transport needs and may include both scheduled and on-call shifts; 25 hours per week.
<u>Working Area:</u>	Second Chance Resale Store, Donor's homes, Charleston Animal Society, and other areas throughout the tri-county.

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

Date: _____

Date: _____

Date: _____