



Title: Truck Driver/Cashier

Reports to: Thrift Store Manager

Department: Thrift Store

FLSA Status: Non-Exempt; Full Time

GENERAL SUMMARY:

The Truck Driver/Cashier is responsible for donation pickups, loading, securing and unloading items safely as well as delivering furniture sold through the Thrift Store. Additionally, this role will assist with instore duties assigned by the Thrift Store Manager when not on the truck such as cashiering.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Driving Box truck with an Assistant
- Follow standard operating procedures
- Keeping Thrift Store clean and safe for all parties
- Loading, securing and unloading items safely
- Completing inspections and setting appointments
- Responsible for providing a professional and welcoming donor experience
- Completing duties in the Thrift Store when not on truck as assigned by the Thrift Store Manager
- Oversee and train assistant on all responsibilities and required duties of the truck
- Accepting warehouse donations, researching merchandise and pricing items for sales floor
- Following all HEP protocols and OSHA regulations and reporting injuries and/or concerns immediately

KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:

- High School degree, Diploma or GED equivalent
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- Previous experience driving truck as well as loading and unloading furniture of all sizes
- Exceptional customer service skills are a Must
- Basics of Microsoft Office Suite

WORKING CONDITIONS:

- Up to 85% of the shift requires sitting, standing, bending, reaching, lifting and long periods of time on feet
- The physical environment requires the employee to work both inside and outside in heat, wet/humid, and dry/arid conditions
- Ability to lift up to 50 lbs; anything in excess of 50 lbs requires team lift
- Ability to utilize equipment in higher levels successfully without assistance such as step stools, ladders, etc. as needed to perform position within store and company does provide annual safety training
- Must successfully pass a background, motor vehicle registration, drug screening and alcohol screening



The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date