



Sharestuff Team Lead – Driver
Reports to: Sharestuff Manager

We will help people find and follow Jesus. We will be a church where people drifting from God can rediscover life by creating irresistible environments where people pursue God, connect with others and make a difference with their life.

POSITION SUMMARY: Working under general supervision, move or assist in the movement of large scale pieces of donated furniture or large scale items. Drive box, lift truck to pick-up and deliver large items. Receive and sort donations for the Sharestuff store, as directed. Transport clothes, bale and move as necessary to designated areas. Work alongside volunteers, leading as necessary. Work independently on routine functions.

ACCOUNTABILITIES:

Pick-ups & Deliveries

1. Move or assist in the movement of large scale pieces of donated furniture or large scale items, using proper lifting techniques and a dolly when appropriate, in order to restock the sales floor and increase the sale of furniture and large scale items.
2. Pick-up furniture and large items by driving the Sharestuff box truck.
3. Represent the Sharestuff brand providing customer service and care to all donors and customers. Work directly with donors and customers displaying friendliness, politeness and courteousness.
4. Track mileage, fuel and expenses related to deliveries and pick-ups.
5. Complete an expense report monthly.
6. Assist with the set-up of the storage area and restock the sales floor with new donations in an orderly way, as directed by the Sharestuff Manager to maximize sales and maintain an orderly storage area for Sharestuff merchandise.
7. Receive and sort donated items, as directed by the Sharestuff Manager.
8. Help to maintain a safe receiving and warehouse environment for volunteers and employees in the store by reporting safety concerns to the Sharestuff Manager. In the case of an incident, complete an Incident Report for the Human Resources Manager within 24 hours.
9. Transport and prepare bales by taking surplus clothing as needed to baling area and sorting clothes according to buyer's requirements as specified in the instructions at the machine.

Store Operations & Customer Service

10. Lead by example in carrying out the processing of goods received by the store including, but not limited to sorting, pricing and rotating inventory and cash handling.
11. Uphold the compliance of cash handling procedures and standards to record, balance, and deposit daily sales. Report and document any variances in cash to the Sharestuff Manager.
12. Respond to any customer concerns in a timely and professional manner; exercise independent judgment and discretion in real-time customer disputes, referring to the Sharestuff Store management only when necessary.
13. Enforce store policies holding yourself, staff and volunteers accountable to fair and consistent practices in receiving, stocking and purchasing of inventory items.

GENERAL EXPECTATIONS:

- Understand that as an employee, I am accountable to the Elders.
- Fulfill all the requirements of the Heartland Community Church Employee Handbook.

HIRING REQUIREMENTS:

1. Follower of Jesus Christ; growing, yet mature follower of Christ called to ministry.
2. Valid driver's license and clear Motor Vehicle Report.
3. Ability to move up to 100 pounds using proper lifting techniques and using a dolly when appropriate.
4. Demonstrated bookkeeping experience.
5. Demonstrated customer service experience.
6. Demonstrated ability to uphold company policies, even when no supervision is present.
7. Demonstrated ability to work independently and self-initiate.
8. Prior commercial driving experience a plus.*No special license required.

**THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

REVISED 07/2017

I acknowledge receipt of this job description and understand that I am accountable for knowing and performing the accountabilities listed for the mission of helping people find and follow Jesus.

Print Name: _____ Signature: _____

Date: _____