



Sharestuff Driver Assistant

Reports to: Sharestuff Store & Operations 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 or deliver large items. Receive and sort donations for the Sharestuff store, as directed. Work alongside volunteers. Work independently on routine functions.

ACCOUNTABILITIES:

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. 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 Store & Operations Manager to maximize sales and maintain an orderly storage area for Sharestuff merchandise.
4. Receive and sort donated items, as directed by the Sharestuff Store & Operations Manager.
5. Help to maintain a safe receiving and warehouse environment for volunteers and employees in the store by reporting safety concerns to the Sharestuff Store & Operations Manager. In the case of an incident, complete an Incident Report for the Human Resources Manager within 24 hours.

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.
3. Ability to move up to 100 pounds using proper lifting techniques and using a dolly when appropriate.

**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.

NEW 04/2017

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: _____