

**QUALIFICATIONS**

1. High school graduate or GED preferred.
2. Prefer experience in professional driving, pick up and delivery of goods and experience working in a warehouse environment.
3. Able to receive and understand verbal instructions and independently follow tasks through with minimum supervision.
4. Must possess a valid Oregon Drivers License, dependable transportation, and proof of automobile insurance.
5. Must have a good driving record.
6. Must be able to meet the physical demands of the job such as lifting/moving boxes, furniture, etc.
7. Ability to obey traffic laws and follow established traffic and transportation procedures.
8. Must maintain integrity throughout performance of all job duties, demonstrating an exemplary work ethic.
9. Able and willing to work effectively as a cooperative member of the team with diverse people and/or populations.
10. Ability to build and foster a positive team spirit and serve as an efficient and integral representative of the South Coast Hospice Organization.
11. Able to maintain confidentiality regarding Thrift Store business, staff, volunteers, customers or any other SCH business.
12. Must be detail oriented, able to multi-task and remain flexible with assignments.
13. Must act in a kind, decent and respectful manner at all times.
14. Must recognize, support and adhere to all SCH policies and procedures.
15. Able to consistently uphold attendance standards.
16. Flexibility to handle a wide variety of merchandise, regardless of personal taste.
17. Able to work flexible hours, including some weekends, evenings, and holidays as needed.
18. Must be comfortable working with Shutter's Creek Inmates and Community Service Workers.

**PHYSICAL REQUIREMENTS**

1. Must be able to lift 100 pounds utilizing proper lifting techniques and the appropriate tools and equipment provided, asking for assistance with awkward or item too heavy to be moved by one person.
2. Must be able to reach, bend, and lift boxes, furniture, etc.
3. Must be able to load and unload boxes, furniture, etc. into and out of delivery truck.
4. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces.
5. Must be able to do extensive driving in a variety of road and weather conditions.

**WORK ENVIRONMENT/HOURS**

1. Typical warehouse/delivery truck setting.
2. Diverse surroundings with unpredictable environments such as uneven surfaces and potential hazards such stairs, animals, smoke, etc.
3. This is a full-time position of 40 hours per week, working 8 hours each day scheduled.

**SKILLS REQUIRED**

1. Excellent driving skills
2. Map reading skills
3. Ergonomic skills

**Skills Required (continued)**

4. Excellent customer service skills
4. Operation of cash register
5. Cleaning, sorting, repairing and placing merchandise

### **PURPOSE**

The Thrift Store Warehouse Support/Driver is responsible for picking up and delivering of donated or sold items. Also checking electrical items, sorting, cleaning, assembling and/or disassembling, repairing and refinishing chairs, beds, couches, tables, dressers, medical equipment, appliances, etc., and placing them on the sales floor. He/she will be available to work as back up cashier.

### **SUPERVISION**

Supervised by and works closely with the Thrift Store Manager and Warehouse Team Leader while completing the functions of the job. In the absence of the Thrift Store Manager or Warehouse Coordinator, Warehouse Support/Driver will report to designated supervisor.

### **SUPERVISION EXERCISED**

None

### **DUTIES AND RESPONSIBILITIES**

1. Prior to daily route, inspect all vehicles and maintain vehicle supplies such as gas, oil, water, tires, etc. to ensure vehicle is kept in proper working condition.
2. Keeps vehicle maintenance record.
3. Report any mechanical problems encountered with vehicles to Operations Coordinator.
4. Load and unload trucks with the use of hand trucks, furniture dolly, and 2000 lb. lift on back of truck.
5. Read maps and follow written and verbal geographic directions.
6. Obey all traffic laws and follow established traffic and transportation procedures.
7. Drive trucks to pick up incoming stock or to deliver items to a designated location.
8. Receive stock items and record any data manually on items over \$45.00.
9. Assist with pricing of items with other staff members.
10. Deliver items to warehouse shelves, sales floor, and/ or work stations.
11. Store items in an orderly and accessible manner.
12. Dispose of damaged or defective items.
13. Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
14. Take out garbage, mop up water leaks, etc.
15. Lift-chairs and other durable medical equipment are delivered into Hospice patients homes and set up. SCH employees are not responsible to set up items delivered to the homes of non-Hospice patients.
16. Metal items to be disposed of will be placed in trailer provided by Shinglehouse Auto Salvage.
17. Cardboard boxes are broken down and dropped off for recycling in Coos Bay.
18. May deliver unusable items to the Salvation Army and/or Coos Bay Recycle.
19. Cashiering as assigned. Includes assisting and greeting customers.

**Duties and Responsibilities (continued)**

- 20. Wears bright colored Hospice shirts when out of the Hospice Thrift Store. Places traffic cones around vehicles when picking up/dropping off items to ensure safety of those loading/unloading the vehicle.
- 21. Individually responsible to conduct him/herself in a safe manner during the performance of all job-related duties. Also responsible to bring unsafe conditions to the attention of the Operations Coordinator who is responsible for safety issues within the framework of the store.
- 22. Assist in other work responsibilities as requested or assigned by the Thrift Store Manager or Executive Director.
- 23. Participates in staff training, educational programs and in the Volunteer Training Program as appropriate.
- 24. To adhere to all SCH Personnel Policies, including but not limited to:
  - Please initial* \_\_\_\_\_ SCH Standards of Conduct as described in the agency’s Compliance Plan.
  - Please initial* \_\_\_\_\_ SCH Privacy Practices in accordance with HIPAA regulations.
  - Please initial* \_\_\_\_\_ SCH Sexual Abuse and Molestation Policy.
  - Please initial* \_\_\_\_\_ Demonstrates a kind, decent and respectful behavior.
  - Please initial* \_\_\_\_\_ Honor, respect, protect and promote patients’ rights and individualized care.

**This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.**

\_\_\_\_\_  
Employee’s Signature Date \_\_\_\_\_

\_\_\_\_\_  
Manager’s Signature Date \_\_\_\_\_

\_\_\_\_\_  
Executive Director’s Signature Date \_\_\_\_\_

*Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.*