



Volunteer Job Description

Department: Thrift Stores
Job Title: Drivers Helper

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Every position contributes to the spiritual and social services mission of The Salvation Army.

JOB PURPOSE:

The Driver's Helper provides pick-up services to donors, and delivery service to other stores by exercising safe and careful material handling procedures.

CHARACTERISTIC JOB DUTIES:

The incumbent is responsible for the following range of job duties characteristic, or typical of the job class:

- Assist the Driver with the safe and careful handling and pick up of all deliveries and donations while protecting property, including donations & vehicles
- May assist with sorting of donated goods
- Provides customers and donors with courteous and diplomatic service
- May perform occasional circle checks of trucks and maintain truck logs
- Loads and unloads goods at the warehouse, destinations, and other storage facilities
- Performs other duties as assigned

NOTE: Not all incumbents perform all of the duties described above but perform a similar range of duties.

MINIMUM EDUCATION LEVEL ATTAINED:

The successful job applicant will have completed Public School.

NOTE: An alternative level of education and experience may be acceptable.

SPECIAL LICENSES, DIPLOMAS, CERTIFICATIONS OR REQUIREMENTS:

- Valid Class "5" class license with appropriate certification and proof of clean driving record is an asset
- Successful completion of a criminal record check

MINIMUM PRIOR RELATED EXPERIENCE:

Prior related experience is an asset but not necessary

PHYSICAL EFFORT/DEXTERITY REQUIRED:

The performance of the job requires sitting and standing for long periods of time, twisting, bending, crouching, reaching, reaching overhead, pushing and pulling, lifting and kneeling.

CONCENTRATION REQUIRED:

The performance of the job requires frequent safety awareness, concentration while manoeuvring furniture and other donations

WORK ENVIRONMENT:

The volunteer's work environment is typically in the truck and warehouse. The volunteer will work under the following disagreeable conditions: garbage, odours, dirty environment, truck fumes.

PRECAUTIONARY MEASURES:

The incumbent must take the following precautionary measures (in addition to health and safety rules):

- Universal Precautions
- Wear safety shoes
- Wear gloves