



## Truck Driver

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### General Description

Truck Drivers are responsible for collecting donations in a safe, efficient, and friendly manner.

### Reporting

This position reports to Receiving Clerk.

### Time Commitment

This position requires 1 day/week

*Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team*

### Key Responsibilities

1. Complete Driver Report before leaving the warehouse
2. At the end of each shift, clean out truck and fill with gas.
3. Pick up donations as requested by Receiving Clerk.
4. Communicate with Forklift Driver about what product is on the truck and its origin.
5. Label totes and pallets with date and donor's name.
6. Assist in loading and unloading trucks
7. Other duties as assigned.

### Qualifications

1. Knowledge of GCCCI programs, policies, procedures, and practices
2. A valid Oregon Driver's License and a clean driving record.
3. Effective internal customer service skills.
4. Ability to follow instructions.
5. Positive attitude.