



JOB DESCRIPTION

Warehouse Driver – Part Time

Job Title: Warehouse Driver – Part Time
Department: Warehouse Distribution
Location: 200 Macdonald Ave. Richmond, CA
Reports To: Warehouse Supervisor
FLSA Status: Non-Exempt
Date Revised: February 7, 2025

Summary of Position:

Under the direction of the Warehouse Supervisor, safely and courteously pick up and/or coordinate the pick-up of donations from designated donors and deliver them to Bay Area Rescue Mission. Possess the ability to operate warehouse machinery, including forklifts, balers, and moving equipment. This employee must be able to generate, log, and file receipts and paperwork that pertain to donation activity.

Duties & Responsibilities:

1. Responsible for providing respectful, courteous service; interact with and respond to BARM donors, employees, and guests professionally and helpfully.
2. Assist in arranging goods within the warehouse and organize special requirements for certain stock, such as perishables or fragile goods.
3. Ensure the safety and security of the warehouse by routinely checking its interior and exterior.
4. Maintain awareness of daily operations to ensure completion of tasks, compliance with standards, and safety.
5. Be present at the dock when trucks are unloaded to ensure accurate and safe handling of donations.
6. Ensure donated items are sorted, evaluated, cleaned, or repaired (if necessary) and then dispersed to proper locations
7. Maintain a clean and organized workspace; comply with OSHA regulations and BARM standards.
8. Complete all recordkeeping, driver logs, documentation, and paperwork as required.
9. Pick up and deliver Gifts-In-Kind to partnering agency clients as directed by the Warehouse Supervisor.
10. Receive and follow instructions and route information regarding donation pick-ups.
11. Responsible for making the sure vehicle has been fueled, oiled and inspected before departure time.
12. Responsible for load being safely secured and road-worthy. Perform a final check on load before any departures.
13. Operate BARM vehicles safely at all times, complying with all laws and BARM policies.
14. Ensure all donation pick-ups arrive back at BARM at the designated area in a timely manner.
15. Clean interior and exterior of vehicle routinely.
16. Visually inspect vehicle on a daily basis, for any needed repairs or maintenance. To the extent that the driver is able, make small repairs. Record any such repairs in driver log provided by BARM that is in a binder in the vehicle.
17. Responsible for timely reporting to supervisor regarding any maintenance or repair needed or performed.
18. Communicate with supervisor about any problems that may arise including delays in pick-ups or deliveries, donor concerns or incidents involving BARM vehicles or personnel as these relate or interfere with safe or efficient fulfillment of driver duties.
19. When necessary, complete and submit Incident/Accident reports, insurance claims and police reports within 24 hours to Warehouse Supervisor or VP of Programs and appropriate reporting agencies.
20. Complete and submit monthly statistics and reports.
21. Comply with BARM Vehicle Policy.
22. Be neatly groomed and represent BARM in a professional and courteous manner at all times.

Skills and Qualifications:

1. Christian with a compassion for the homeless, addicted, and mentally ill
2. Valid California driver's license – acceptable motor vehicle record
3. Highly trustworthy and conscientious – dependable and responsible
4. Knowledgeable in warehouse operations, shipping/receiving, and inventory control
5. Honest, trustworthy, adaptable and conscientious – able to exercise sound judgment and common sense
6. Good team player, able and willing to carry out functions while honoring BARM core values and work collaboratively with staff, volunteers and residents. Flexible - may require the ability and willingness to change operational focus in a limited time frame
7. Computer literate
8. Must be able to read, write and perform basic mathematical computations
9. Able and willing to receive and follow instructions
10. Personable, courteous, respectful and professional in interactions with others
11. Able to safely complete duties in a timely manner
12. Knowledge of the Bay Area and able to read a map
13. Physically fit, knowledge and use of safe handling and lifting techniques
14. Requires the ability and willingness to work flexible hours including some weekend hours

Working Conditions/Physical Factors:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Requires working in inclement weather and occasional odd hours

Sitting – *Frequently*

Lifting/Loading up to 50 lbs independently, more with assistance - *Frequently*

Bending – *Frequently*

Reaching - *Frequently*

Equipment/Tools Used:

Computer, Phone, Pallet Jack, Forklift, Dolly

Education/Experience:

High school completion or equivalent

One year previous related driving and/or warehouse/loading experience

Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is At-Will.

Signature

Printed Name

Date