



POSITION DETAILS

Job Title: Vehicle Donations/Pull Truck Driver
Reports To: Auto Supervisor
Status: Part Time
Pay Rate: \$15.50 / hour (negotiable with experience)

Job Description:

The Fresno Mission Auto Department is looking to add to their team! If you are driven to make a meaningful difference in the lives of others, we invite you to join our team. Under the Supervision of the Auto Shop Supervisor and the Thrift Store Director, the vehicle donation pick-up driver is responsible to transport vehicles that are being donated to the Fresno Mission by the public. This position makes the first impression to our donors, supporters, and customers, of what the Fresno Mission represents. This position requires the ability to be able to drive a truck with a pull trailer, load and unload vehicles on and off the trailer, and the ability to make independent decisions on what should be accepted based on Mission standards. This position also requires you to accept, make and/or return phone calls from potential donors and schedule pick-up appointments. You will also be required to utilize proper lifting techniques, safe driving techniques and electronic navigational methods. Bilingual is a plus, however it is not required.

What You Will Do:

- Give great customer service – respectful, engaging and kind
- Maintain security and safe operation of the vehicle being used
- Responsible for inspecting pull truck and trailer and keeping drive time logs
- Responsible for accessing any donation other than a vehicle and decide to accept it or not
- Responsible for scheduling and picking up vehicle donations.
- Responsible for filling out the donation paperwork with donor and making sure they sign over the documents as needed
- Responsible for loading and unloading vehicles onto and off the flatbed pull trailer with an electronic wench
- Responsible for fueling up pull truck

- Plans tasks of the day around the vehicle donation pick-ups
- Maintain complete and accurate records
- Helps around the auto shop or other duties as directed by supervisor

Requirements:

- Must have a valid driver's license (no special license is required)
- Understands and follows all safety and legal procedures regarding driving
- Ability to efficiently coordinate workings with internal and external customers
- Must have ability to operate a cell phone and GPS system
- Must be compliant with all safety regulations
- Ability to deal with diverse personalities and a multitude of coworkers
- Ability to work a flexible schedule which may include early evening hours and periodic weekends to accommodate donation pickups.
- Must have a mature walk with Jesus Christ – must possess a Christian testimony of their faith and experience in Jesus.
- Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. An updated resume.
2. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls please