



Title: **Pick-up & Delivery Helper**
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Lead Truck Driver**
EEO Code: **8**

EMPLOYMENT OPPORTUNITY

Overview:

St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Smoketown/Shelby Park neighborhood. Through our homeless shelters, supportive housing programs, professional case management services, and retail thrift stores, we provide compassion and hope for people struggling to overcome barriers to self-sufficiency.

Position Summary:

St Vincent de Paul seeks a **Pick-up & Delivery Helper** to perform a variety of tasks related to the pick-up of donated goods and merchandise, the delivery of those goods and the distribution of processed and unprocessed merchandise to the warehouse and our thrift stores. Some warehouse duties are assigned as well.

Essential Duties and Responsibilities:

- Follows the driver's directions and assists the driver
- Complete assigned daily truck route each day in a safe and courteous manner
- Load trucks with thought and order to maximize capacity
- Project a professional, courteous image at all times with minimal complaints from donors and customers
- Handle merchandise in a safe and careful manner to ensure your safety and avoid damage to merchandise or property
- Unload merchandise from trucks only to designated areas at stores and warehouse
- Check fluid levels, coolant, tire pressure and lights and cleans windows and mirrors weekly. Keep interior of cab clean at all times. Donated merchandise is not permitted in cabs.
- Reports problems or concerns about the driver to a supervisor as soon as possible. These include policy violations, unauthorized stops, disagreement concerning merchandise acceptance or rejections, personnel conflicts or others causing significant concern
- Know and follow all guidelines pertaining to accepting or rejecting merchandise and use good judgment and analysis in making those decisions
- Know and follow all guidelines pertaining to truck operation standards and phone policies
- Completes all paperwork and forms assigned to the helper for SVDP records and donors
- Makes calls to donors ahead of arrival time as instructed on pick-up slips by Donation Coordinator
- Performs daily duties as directed to maintain the Processing Center in a safe, clean and orderly fashion
- Performs other duties as assigned

Specific Knowledge, Skills, Abilities:

- Ability to interact effectively and professionally with donors, staff and volunteers
- Basic communication skills and good personal appearance and hygiene
- Ability to drive a 15' box truck safely
- Ability to lift 75 lbs. to waist level and 50 lbs overhead
- Ability to climb ladders, steps and stairways while maneuvering pickup and deliveries of furniture, appliances, etc
- Ability to read a roadmap and locate a destination as well as use a GPS
- Ability to withstand warehouse setting (not air conditioned) and outdoor elements
- Commitment to the mission and goals of St Vincent de Paul



Education, Qualifications, Certifications, Trainings, Licenses:

- Licensed driver in good standing
- Successfully pass any required pre-employment background and drug screening

Reporting to this position: None

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVdP's Section 125 Health and 401(k) Retirement Plans.

St Vincent de Paul will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To apply, interested applicants may apply online via www.louisvilleworks.com - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul
HR Director
1015-C South Preston St
Louisville, KY 40203
Email: dflanigan@svdplou.org

Cover letters are appreciated.

St Vincent de Paul is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)