



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

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

## Job Posting

### 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 Truck Driver** 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 four area Thrift stores. Some warehouse duties are assigned as well.

### Essential Duties and Responsibilities:

- 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 with help
- 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
- Good driving record
- Successfully pass any required pre-employment background and drug screening

**Reporting to this position:** None

**Physical Demands/Effort/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. **Job is physically demanding. Must be able to climb stairs. The employee routinely lifts and/or moves up to 75 pounds with assistance.** Specific vision abilities required by this job include close vision and the ability to adjust focus.

The job may be performed inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by St Vincent de Paul.

**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.

SVDP 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.

**How to Apply:**

Complete the application online: [www.svdplou.org](http://www.svdplou.org)

Email cover letter and resume to: [hr@svdplou.org](mailto:hr@svdplou.org)

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

St Vincent de Paul reserves the right to revise this job posting as it deems necessary.