



**JOB TITLE:** Temporary Donation Center Driver  
**FLSA STATUS:** Temporary - Non-Exempt, Full-Time  
**DEPARTMENT:** Donation Center  
**LOCATION:** Tukwila  
**SALARY:** \$17.50/hour  
**REPORTS TO:** Donation Center Manager  
**LAST REVIEWED:** October 209

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**Our Mission:** To create and support one-to-one mentoring relationships that ignite the power and promise of youth.

*Each employee in Big Brothers Big Sisters of Puget Sound helps to extend the mission of the agency in particular ways as outlined in the position description.*

**JOB SUMMARY:**

This position is temporary from February 1<sup>st</sup>, 2020 through May 31<sup>st</sup>, 2020. The Donation Center Driver completes a daily route picking up and dropping off community donations. The donations are picked up in a box truck; a CDL is not required. The donations are picked up from locations, primarily Donation Center Bins, which are located in and around King, Pierce, and Snohomish Counties. The donated items are then dropped off at the assigned Value Village store. Drivers are also expected to participate in Agency events providing support when asked to do so. The nature of this work requires occasional weekend availability.

**JOB RESPONSIBILITIES:**

- Safely operate an agency truck to collect, transport and/or deliver donations
- Load donations of clothing, small household items and furniture ensuring proper handling of heavy, bulky or delicate items to avoid breakage, muscle strain or injury
- Clean and maintain donation bins throughout the community
- Remove trash in and around bins
- Maintain a driver's manifest which includes noting arrival time at each bin, bin fullness and time out
- Unload donated items at designated Value Village stores or warehouse
- Maintain and keep the interior of the truck cab clean. This means sweeping out the truck after being unloaded, washing inside windows as needed, keeping dash and engine cover clean
- Provide a truck inspection report at the beginning of every shift
- Pick up special items as requested by Donation Center Manager
- Staff Attended Donation Stations as needed
- Provide ongoing feedback to improve the efficiency of truck routes and routines so they proceed in the most efficient way possible
- Serve as a brand advocate and ambassador in every interaction with clients and the public
- Other duties as assigned by Donation Center Manager.

**REQUIRED JOB QUALIFICATIONS:**

- High School diploma or equivalent
- Valid US driver's license, insurance coverage
- Able to meet BBBSPS standards of insurability

- Ability to work steadily and independently with minimum supervision and to follow standardized procedures
- Ability to take initiative and demonstrate good judgment, decision making and problem solving skills
- Ability to lift heavy or larger items up to 75 lbs.

**PREFERRED JOB QUALIFICATIONS:**

- Experience driving small to midsize box trucks (16 feet - 24 feet)

**COMPETENCIES NEEDED TO BE SUCCESSFUL WITHIN OUR ORGANIZATION:** We seek to hire for, and further develop with each employee, the following competencies that we have identified as critical to success for individual employees and for achievement of the BBBSPS mission:

- Core Competencies
  - Accountability / Workload Management
  - Customer Service Orientation
  - Growth Mindset, Adaptability
  - Cultural Sensitivity
  - Collaboration
  - Expertise in Area of Focus
- Leadership Competencies
  - Develops & Motivates Others
  - External Relationship Builder
  - Team Effectiveness
  - Emotional Intelligence
  - Organizational Growth Orientation
  - Problem-Solving
  - Initiative & Results Driven

**WORK ENVIRONMENT:**

The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- *Workweek: Monday through Friday with occasional Saturday*
- *Work Independently*
- *Frequent work in all outside weather conditions.*
- *Occasional work in a warehouse.*
- *May be requested to work overtime*
- *Physical demands:* While performing duties of job, employee is frequently required to stand; walk; sit; reach with hands and arms; climb in and out of truck 20 plus times per day; talk and hear; and independently drive a 16 to 24 foot box truck. Employee must lift and/or move up to 75 lbs. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Daily work requires collecting items from bins which includes garbage & other potentially hazardous materials that will require proper disposal. Training on how to handle these materials will be provided.*

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. The job description may be subject to change to meet the needs of the organization. Management retains the discretion to add or to change the duties of the position at any time.

Your employment with BBBSPS is "at will," meaning that either you or BBBSPS may end your employment at any time and with or without cause.

*Equal Employment Opportunity*

BBBSPS is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

*Americans with Disabilities Act*

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**To Apply: Please submit a cover letter and resume to [jobs@bbbSPS.org](mailto:jobs@bbbSPS.org) with "Temporary Donation Center Driver" in the subject line**