**JOB ANNOUNCEMENT - HELPER**

**Position Title:** Helper

**Supervisor:** Transportation & Facilities Manager

**Description:** The Helper is a part-time, non-exempt position. The Helper will be responsible for the pickup and delivery of donations and assist Driver en route. This position reports to the Transportation & Facilities Manager.

**Essential Duties and Responsibilities:**

* Load and unload any and all trucks.
* Ensure donations/merchandise are packed appropriately and safely in truck.
* Stage loading dock with donations/merchandise for quick loading of delivery.
* Operate controls for loading unloading of donations/merchandise.
* Assist Drivers in communicating with the radio room at base.
* Assist Driver by documenting times and pertinent information on route sheet during pickup and delivery of donations.
* Report all accidents and incidents involving donors, employees, volunteers or company equipment.
* Report highway safety hazards.
* Represent St. Vincent de Paul professionally.
* Other duties as assigned.

**Qualifications:**

* High School graduate or equivalent.
* Must be able to read maps, road signs, use GPS, maintain record of duty status, etc.
* Must have working knowledge of vehicle safety

**Physical Demands:**Position requires standing for extended periods of time as well as the ability to bend, kneel and squat. This position also requires the ability to occasionally lift 25 pounds and/or move items up to 50 pounds. The employee may be exposed to fumes or dust, outdoor weather, moving mechanical parts and moderate to loud noise levels.