

Position/Title: Vehicle Driver

Classification: Part-time, Temporary / Full-time Non-Exempt

Compensation: As approved by the Executive Director and Board of Directors. For benefits information, please refer to the SRM Employee Manual.

Accountability: Reports to the Director of Operations. A periodic performance evaluation will be conducted by the Director of Operations or Executive Director with input from peers.

Ministry Purpose: Consistent with Romans 12:9-15 and Ephesians 4:11-12, The Vehicle Driver maintains and drives SRM vehicles for support of all SRM programming, event, facilities and services as and where assigned, such as, but not limited to, SRM vendors.

Responsibilities: The following constitute the major responsibilities of the Vehicle Driver:

I. Spiritual

1. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
2. Be prepared to communicate SRM's religious beliefs to volunteers, guests and general public.

II. Essential Functions

1. Clean (inside & outside), check, repair and maintain, and GAS up Mission vehicles after each use. When not in use and parked on Mission premises, all Mission vehicles are to be fueled up in case of unexpected pick-ups, deliveries, outings, or emergencies.
2. Track vehicle maintenance log information and fill out daily/weekly Vehicle Maintenance forms, give all forms to the Director of Operations or place in his mailbox.
3. Update vehicle mileage logs and keep in the vehicle with DOT records.
4. Keep emergency supplies stored in vehicles maintained and replenish supplies as necessary.
5. Handle all donations with care. Safety is our top priority.
6. Present accurate recording of all Gifts-In-Kind donations received daily to the Donor Relations Coordinator with all paperwork required including pictures.
7. Save all cash receipts and Gift-In-Kind count sheets and turn in to Donor Relations Coordinator or Finance Manager in the Business Office.
8. Record hours worked in Mission Tracker and on SRM time sheet and turn in to Finance Manager.
9. Supervise assigned volunteers and residents and report their accomplishment.
10. Promote public awareness of ministry programming/events.
11. Become CPR Certified within 1 year of starting date of employment and maintain that certification. SRM will pay for program staff's first CPR training; thereafter it is the staff member's responsibility to maintain his/her CPR certification as a requirement of his/her future employment.
12. Attend staff meetings and be prepared to share information as needed. Part-time staff will attend staff meetings per the invitation of the Executive Director.
13. Be physically able to lift up to 40lbs with or without assistance. To avoid injuries, always seek assistance while lifting odd sized objects.

14. Report any accident/incident to Business Office within 24 hours.
15. Perform other duties as situations require or that are assigned by the Food Services Coordinator or Executive Director.

Qualifications:

- College degree and/or equivalent work-related experience.
- Good communication, organizational and computer skills are essential.
- Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct. (Rom. 10:9; Gal. 2:20; Titus 3:3-7)
- Regularly attend and be a member in good standing of a recognized Protestant Evangelical Church. (Heb. 10:24-25)
- Have a genuine concern for the salvation of souls and the spiritual welfare of guests and clients. (Matt. 29:18-20; 2 Tim. 2:24-26)
- Agree with, and adhere to, the “Statement of Faith” and policies of the Rescue Mission.
- Abstain from the use of alcoholic beverages, tobacco products, legal (ex. Marijuana) and illegal drugs, and gambling on premises or at any or all Rescue Mission-related functions. Abstain from the use of legal (ex. Marijuana) and illegal drugs and gambling off premises. Abstain from alcohol abuse and intoxication. (Eph. 5:18; Matt. 6:24; Heb. 13:5)
- Have a lifestyle that is free of sexual sin, including homosexuality, pornography, and sexual harassment. (1 John 2:15-16; 1 Cor. 6:9-10; 1 Thess. 4:3-6)
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area. (1 Cor. 6:19-20; Luke 16:10)
- Have the ability to work in harmony with other staff members as a team player. (Phil. 2:1-4)

This job description covers the most significant duties but does not exclude other assignments not mentioned such as training assignments, related duties or temporary assignments.

Reasonable accommodations provided for an employee with disabilities will be determined on an individual basis, influenced by the specific needs of the individual employee and the resources of the Springfield Rescue Mission.

It is our sincere hope that your association with the Springfield Rescue Mission will be of long duration and that it will be rewarding and beneficial to you, the Springfield Rescue Mission and those we serve. However, the Springfield Rescue Mission has the right to terminate an employee at any time without cause and the employee has the right to leave at any time as per our “At Will Employment Policy”.

I hereby agree that this is a Christian ministry. In accepting this position, I agree to adhere to the SRM “Statement of Faith”, as found in the Employee Manual.

Signature

Date