



Topeka Rescue Mission Ministry Position Description

Position Title: Driver/Warehouse Assistant
Location: Distribution Center (DC)
Reports to: Director of Distribution Center
Date: April 12, 2017

SUMMARY OF RESPONSIBILITIES:

This ministry position focuses on assisting with community relations by providing transportation assistance for donation pick-ups and delivery to specified destinations. Position also assists in the Distribution Center as needed and available. Must have a current Kansas Drivers License and be approved by TRM Insurance.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible for transportation needs of TRM, including pick-up of donations, pick-ups and deliveries as requested by supervisor, (completion of programs, new donation closet at TRM, kitchen, furniture to TRM as needed etc.)
- Responsible to turn in all paperwork from pickups or deliveries to DC Receptionist
- Responsible to report requests, concerns, schedule changes and needs of donor to supervisor.
- Responsible to report vehicle maintenance needs to supervisor or other assigned staff
- Responsible to Daily visual checks of vehicles and report any concerns to supervisor.
- When not needed for transportation will provide assistance at DC as requested by Supervisor
- Other Competencies (skill, abilities)
 - Must have a current Kansas Driver License and be approved by TRM Insurance