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| **Job Title** | Full-Time Driver/Warehouse |  | **Job Purpose** |
| **Department** | Distribution / Thrift |  | This position provides support for YUGM logistics and distribution to support fulfillment of our mission, vision, and values. |
| **Location** | 1300 N 1st St Yakima, WA 98901 |  |
| **Reports to** | Distribution Manager |  |
| **Classification** | Non-exempt; Hourly; Full-time |  |
| **Salary Grade** | B |  |

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| **Union Gospel Mission Purpose, Vision, and Value Statement** |
| Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ. All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.  |

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| **Essential Personal Qualities** |
| To perform the job successfully, an individual should demonstrate the following qualities:**LOVE*** Improves the reputation of Christ by personal interactions with others
* Remains relationally available, present, and authentic in all contexts
* Demonstrates genuine and sacrificial care for the wellbeing of others
* Pursues God personally, relationally, emotionally, and intellectually

**PROFESSIONALISM*** Is consistently at work and on time, arrives at meetings and appointments on time.
* Meets deadlines and fulfills commitments with thorough follow-through.
* Proactively measures work to ensure learning, improvement and success.
* Communicates effectively in written form.

**LEADERSHIP*** Constantly pursues growth, learning, and improvement
* Thinks creatively, strategically, and spiritually
* Regularly sought by others for input and value
* Maintains mission-clarity and a godly example under stress
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| **Duties and Responsibilities** |
| **Culture Work*** Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
* Maintain a high level of integrity in modeling and promoting the Mission’s Christian culture, core values, policies and procedures.

**Team Work*** Instructing, training and coaching each person you work with is an instrumental part of the role.
* Able to communicate well with others including guests, donors, staff and volunteers
* Work well in a collaborative, team environment, and with volunteers

**Direct Work*** Drive YUGM vans, pick-up trucks and box trucks as needed, up to 80% of the day.
* Perform pick-ups throughout the Yakima Valley of thrift donations including furniture and other household items.
* Preparing truck before runs and perform all necessary safety checks.
* Unloading truck after pick-ups using dollies, pallet jacks, and other loading/unloading tools.
* Load and unload heavy items, moving them to different Thrift store locations as needed.
* Lift, move, load and unload necessary items repeatedly throughout the work day.
* Mentor and direct volunteers, community workers, and other helpers throughout the day in a kind and loving manner.
* Other duties as assigned
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| **Direct Reports** |
| * Reports directly to the Distribution Manager
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| **Qualifications** |
| * Ability to input job details, search online for materials and supplies, research appropriate task guidelines, and schedule pick-ups throughout the day.
* Functional organizational, customer service, and interpersonal skills including a high level of professionalism and the ability to maintain confidentiality required.
* Ability to work independently under the pressure of deadlines, interruptions and changing priorities while maintaining a strong attention to detail. Reliable, resourceful, and flexible.
* Strong written and verbal communication and works effectively, while working closely with a team.
* High School diploma/GED, Washington State Driver’s License (current) and 2 plus years of related driving experience.
* Driver Abstract must be submitted if hired.
* Excellent communication skills
* Ability to work alongside and/or supervise volunteers, programmers, and clients representing a variety of backgrounds – cultural, economic, and those in addiction recovery.
* Personal ethos and work ethic should reflect YUGM’s Core Values of Love, Professionalism and Outcomes.
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| **Working Conditions** |
| The primary duties of this position require driving a box truck or larger (non-CDL) vehicle and is around a noisy warehouse environment. The noise level in the environment is usually moderate but can get noisy. Truck driving (non-CDL) and forklift operation are required but done as needed. Will also be required to be outdoors in inclement weather and occasionally work irregular hours |

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| **Physical Requirements** |
| **Daily Physical Demands*** Walking, standing and driving for extended periods of time
* Operation of a forklift and vehicles
* See and hear
* Speak English clearly and fluently
* Drive/travel from one location to another
* Walk, climb, balance and stoop, reach with hands and arms, use hands to handle or feel
* Lift up to 50 lbs
* Move heavy items with the help of dollies, hand trucks, and other moving equipment
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| **Staff Signature:** |  |
| **Print Staff Name:** |  |
| **Supervisor Signature:** |  |
| **Print Supervisor Name:** |  |
| **Date:**  |  |