

**DIOCESE OF BIRMINGHAM IN ALABAMA  
JOB DESCRIPTION**

**JOB TITLE:** Van Driver/ Inventory Coordinator/ Maintenance

**DEPARTMENT:** 0620                      **Agency:** Catholic Center of Concern

**DATE:** 10/11/2021                      **FSLA STATUS :** non exempt

**DEPARTMENT APPROVAL :**                      **DATE:**

**THE CATHOLIC CENTER OF CONCERN – an agency of the Catholic Diocese of Birmingham - is a smoke-free facility: the Van and the car of the Center are also smoke-free.**

**JOB SUMMARY**

This individual is responsible for maintaining good public relations with food warehouses, merchants and individual donors; working harmoniously with the Center’s Staff, Volunteers and occasionally clients; for receiving and storing donated food, clothing and furniture. Also, some day-to day housekeeping and yard maintenance.

**SPECIAL SKILLS AND QUALITIES**

Have pleasant telephone and otherwise manners, some organizational skills, well developed oral abilities and physical strength for loading and unloading, responsibility and honesty for working mostly on their own and yet being part of the team.

The employee will be expected to work forty hours per week. This position is eligible for benefits, health, etc

**JOB RESPONSIBILITIES**

- By phone, the employee needs to screen potential donors to determine the condition of the good being offered in order to evaluate whether the Center can utilize the items. This calls for a great deal of diplomacy and is done under the supervision of the Director.
- Is responsible for contacts with donor businesses, after initial contact made by the Director. (Publix, Piggly Wiggly, and Other potential donors...)
- Is responsible for sustaining the Center’s needs to prospective benefactors in daily contacts with donors, volunteers and visitors.
- Keeps all information concerning clients and donors confidential.
- Schedules with Donors convenient times for picking up the goods offered, and is willing to be flexible.

- Makes daily pick-ups in Center's Van, loading and unloading items received, and occasional food orders.
- Drives in a responsible, safe manner at all times.
- Keeps van clean and serviced regularly.
- Sorts and stocks Center's Pantry by food groups, and is responsible for refrigerating/ freezing perishable items in a timely manner.
- Disposes of outdated, damaged or unusable items.
- Takes all recyclable items to the recycling Center.
- Daily prepares food bags for distributions to the clients, selecting an appropriate variety of items from the available goods.
- Empties and cleans the Center's freezers, as needed.
- Performs general, day-to day housekeeping tasks (sweeping and washing floors, picking up spills etc...) and lawn maintenance; keeping equipment in working order.
- Performs other duties as assigned by the Director.

## **SUPERVISION**

**SUPERVISED BY:** Agency Director

**SUPERVISES:** Volunteers helping with the loading and unloading of merchandise.

## **JOB SPECIFICATIONS**

### **EDUCATION:**

**Required:** Minimum High School Diploma

### **EXPERIENCE:**

**Required:.** Good driving record

### **LICENSES, CERTIFICATIONS AND/OR REGISTRATIONS:**

Valid Alabama Driver's License

## **EQUIPMENT/ TOOLS/ WORK-AIDS:**

Van, outdoor mower, ladders, etc.

## **SPECIALIZED KNOWLEDGE & SKILLS:**

- Ability for working with people either as colleague, team member, or serving clients or meeting donors at their homes.
- Ability for working independently, and maintaining schedules.
- Ability for using pleasant, welcoming manners.
- Ability for maintaining confidentiality.

## **PERSONAL TRAITS, QUALITIES & APTITUDES:**

Needs to relate well to a variety of individuals, sometimes in stressful situations. Have a sense of commitment to the people we serve and to the mission of the Center. Is able to improvise, and judge various situations in a balanced, informed and compassionate way. Is flexible and precise in handling tasks and appointments.

## **WORKING CONDITIONS:**

Travel and outdoor work required. Daily loading and un-loading of furniture, appliances, food etc. Standing for long periods of time. Exposure to climate and temperatures changes.

## **PHYSICAL DEMANDS/ TRAITS:**

Daily driving, walking, and standing.

Must be able to lift 50 lbs. Carry, push and pull furniture, appliances, can goods boxes, clothes bags etc.

Be available for frequent pick-up calls.