



### Position Description

<b>Position Title: Truck Helper</b>	<b>Date: 11/01/2013</b>
<b>Salary Grade: \$9/hr</b>	<b>Division/Department: Orange County Christmas</b>
<b>Employment Classification: Temp</b>	<b>Reporting Status: Warehouse Manager</b>

### General Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

### Position Summary

The truck helper is responsible to assist the warehouse driver on routes to assist with picking up donated good and helping unload donated items at the warehouse during the Christmas season. This is a temporary position.

### Essential Functions

1. Assist driver pick up food, toys, donations for Christmas warehouse
2. Assist driver in interacting with donors when picking up donations
3. Assist driver to take care of the truck, keeping truck clean and organized
4. Assist in other related areas as needed

### Working Conditions

Ability to walk, stand, bend, squat, climb, kneel and twist on an intermittent or sometimes continuous basis. Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead. Ability to operate computer, fax and telephone. Ability to lift up to 50 lbs.

Minimum Qualifications	Skills, Knowledge & Abilities
<ul style="list-style-type: none"> <li>- Valid IDs for e-verify</li> <li>- Over 18 years old</li> </ul>	<ol style="list-style-type: none"> <li>1. Driving Test and clean MVR check (if applicable).</li> <li>2. If working in vicinity of children a criminal background check is required with certification for Protect the Mission policies and procedures.</li> <li>3. Hard worker</li> <li>4. Honest and punctual</li> </ol>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

This position description has been assigned to indicate the general nature and level of work performed by employees in this classification. It is not designated to contain or be interpreted as a comprehensive inventory of all responsibilities and qualifications required of employees assigned to this position.