



Position Title: Truck Driver and Warehouse Support Specialist

Department: Operations

FLSA Status: Hourly, Non-exempt (Full or Part-time)

Location: Lincoln, Nebraska

Reports to: Warehouse Manager

Date Created: April 2024

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Truck Driver and Warehouse Support Specialist in Lincoln oversees the day-to-day operations of donor pickups and client deliveries and supports the Lincoln warehouse. This individual provides support to program staff and agency recycling efforts.

Essential Functions:

- Perform daily maintenance including oil checks on fleet vehicles used.
- Perform deliveries and pickups of household goods and furniture as scheduled with focus on client needs and donor appreciation.
- Assist program staff in the delivery of services, including food market and event set-up.
- Transport and set up household materials following the move-out of St. Gianna residents.
- Assist in warehouse inventory functions and tracking of warehouse production.
- Assist thrift-stores managers with special projects and deliveries of items between warehouses.
- Assist with snow removal.
- Assist with recycling and processing of donations at the warehouse.
- Adheres to all safety precautions in the driving of fleet vehicles and the handling of furniture and household items.
- All other duties as assigned.
- Represent, communicate, and integrate authentic Catholic social teaching and agency core values in the performance of all duties.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.

Preferred Competencies:

- Communication; written and verbal
- Teamwork
- Problem Solving
- Ethical
- Safety and Security

Qualifications:

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Class 'O' driver's license in accordance with diocesan driver's policy. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 75 pounds.

Working Environment:

While performing the duties of this job, the employee is working both indoors and outdoors. The noise level in the work environment is usually moderate.