



DRIVER

HOPE Helps, Inc. is seeking a positive, energetic, self-disciplined candidate to join our HOPE team as a Driver for our Thrift Store, Resource Center, Food Pantry and Administrative Offices. This full-time position will be responsible for driving a box truck and/or cargo van to pick up or deliver large items such as furniture, washers, dryers, etc., within a 10 mile radius of HOPE. Duties also include fulfilling vehicle requests pertaining to food drives and event set-up, keeping truck clean & maintained and assisting staff with moving donations at the store. Hours average 30 hours/week, to include Saturdays.

- Understanding of HOPE's mission, vision, values and structure.
- Perform Driving responsibilities to include weekly Second Harvest Food Bank pick-ups, Food Drive/Pantry pick-ups, Furniture Deliveries & Pickups, Event set-up & tear down, and overall vehicle maintenance.
- Assist with heavy moving/lifting. This includes removing or rearranging furniture for store displays, pickups & deliveries, event needs and the overall organization of the donation yard.
- Review donation pickup emails daily and respond in timely manner.
- Schedule pickups & deliveries in a timely manner, according to HOPE's policies.
- Train, guide and motivate any volunteers who may be assisting with pickups or deliveries.
- Must be able to read maps and follow oral and written instructions.
- Utilize computer/phone for researching most efficient pickup route.
- Take direction and implement policy/procedures.
- Responsible for scrap metal removal and drop off to recycling center.
- Must be able to discern quality of items for resale and pickups.
- Assist with facilities tasks, as needed.
- Assist as Volunteer Lead and Customer Service Representative for the store, as needed.
- Responsible for upkeep of the front patio and donation yard; to include weeds, maintenance of sheds and overall safety and cleanliness of outside area.
- Position is full-time, non-exempt, with hours fluctuating between Monday – Saturday.
- Required: High School Diploma, Valid FL Driver's License, Background Check
- Preferred: Must be able to lift/carry up to 100 lbs. independently and up to 200lbs with assistance.

Please send resume to resume@hopehelps.org with DRIVER in the subject line.