

**CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION**

TITLE: Driver/ Expeditor
PROGRAM: St. Francis House/Agency
SUPERVISED BY: SFH Program Manager
STATUS: Permanent Full time
CREATED: 12/18/2009

JOB SUMMARY: This position is responsible for the coordinating pick up and delivery of resources that support the daily operations of the St. Francis House (SFH) food pantry. This position is also responsible for coordinating pick up and delivery of in-kind donations for all programs of Catholic Social Services.

QUALIFICATIONS:

Education/Experience: HS diploma or equivalent

Skills Required: Dependability, maturity, creativity, discretion, flexibility, initiative, and desire to work with a variety of people, situations, challenges, and changes to carry out the mission and purpose of the agency. Ability to interact positively with other CSS staff members, clients, and other social service providers. Ability to coordinate multiple projects to maximize resources. Excellent interpersonal and verbal communication skills. Ability to work alone and as part of a team. Knowledge of Anchorage area social services resources is highly desirable.

Physical Requirements: Ability to lift, haul and move large, heavy, awkward items including but not limited to boxes and furniture. Ability to climb stairs and lift up to 50 lbs. A physical acknowledging the employee's ability to perform the duties is required.

Other Requirements: Possession of valid Alaska driver's license and ability to drive a one ton box van; clean driving record for the past five years; CDL B license a plus but not required.

RESPONSIBILITIES:

1. Coordinate the pick-up, delivery and distribution of food for SFH clients.
2. In collaboration with CSS program directors, coordinate pick-up, delivery and distribution of program and agency in-kind donations.
3. Adhere to safety measures as required by the agency, including but not limited to the use of proper tools and lifting techniques.
4. Makes runs to dump and to recycle cardboard as needed.

5. Assist with SFH client documentation; enter client files into the access database, filing of client files
6. Be a positive, energetic contributor to community/agency collaborative efforts such as GIFT, HUGSS, FACT, ACCESS, the Thanksgiving Project and any other projects, which advance the agency's mission.
7. Respectfully listen to client, donor and volunteer concerns and attempt to resolve the issue when possible. If not readily remedied, document the situation and consult as soon as possible with the Program Manager. Follow all CSS agency grievance policies and procedures.
8. Communicate frequently, expediently, and effectively with supervisor and agency staff, appropriately sharing information to ensure a supportive, cooperative work environment.
9. Assist in crisis intervention as necessary, obtaining police, medical, psychiatric, or other emergency services as appropriate.
10. Maintain positive working relationships with vendors.
11. Perform other special projects and duties as assigned.

Expeditor

Date

Program Manager

Date