



TOPEKA RESCUE MISSION MINISTRIES
600 N Kansas Ave
P.O. Box 8350
Topeka, Ks 66608-0350

FAITH WITH ITS SLEEVES ROLLED UP

Position Title: Assistant DC Driver
Location: Distribution Center, 401 NW Norris
Reports to: Assistant Director of Distribution Services
Date: September 2022
Position Type: Full Time

Mission Statement: Ministering to those in need by bringing help and hope through sheltering and serving the homeless and feeding the hungry.

Distribution Center Core Values: Deeply Loved – Sacrificially Serving – Radically Generous

SUMMARY OF RESPONSIBILITIES:

This position is integral in aiding the DC Driver in daily tasks and ministering to community members, donors, and guests. Daily tasks include but are not limited to deliveries, donation pickups, and implementation of Completion of Programs.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible for material transportation needs at TRM, including unloading and loading of trucks, picking up food donations, delivering supply orders, aiding in furniture donation pick-ups, moving guests into their residences during Completion of Program, and aiding in clothing order delivery.
- Responsible for reporting requests, concerns, schedule changes, and needs of donors to the Assistant Director.
- Responsible to aid in food distribution and receiving community donations
- When not needed for transportation, aid at the Distribution Center as requested by supervisors.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED required
- Valid Driver's License required
- Warehouse Experience preferred but not required.
- Obtain forklift certification (to be completed upon hire)

SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrates good interpersonal skills and ability to work and communicate well both orally and written with staff, donors, and volunteers.
- Ability to work as a member of a team, inspiring trust and speaking truth
- A heart of compassion, caring, love and ministry must be a part of this individual's life and in dealing with others.
- Ability to lift and carry at least 50 pounds often