

Comprenew Environmental (a division of Worldwide Christian Schools)

Position Profile: Truck Driver/CSR staff member

POSITION SUMMARY:

Permanent part-time or full-time customer service truck driver position, 25-40 hours per week, shift @ 8:00AM – 5:00PM (Monday, Wednesday, & Friday; some Saturday shifts also), \$10.50 – 11.50/hour based on experience

ESSENTIAL DUTIES & RESPONSIBILITIES:

Box/Straight truck driving experience and associated drivers credentials

Clean, safe driving record with up-to-date chauffeur's license (CDL license a plus but not required)

Good fitness level with ability to lift 100 lbs and load multiple electronic items daily

Vehicle maintenance knowledge and capabilities

Team-player ready to assist with warehouse duties when not driving

Great interpersonal skills for dealing with customers and the public (at Saturday events)

QUALIFICATIONS:

Education:

- High School Diploma (minimum)
- College courses

Experience:

- Experience with box truck, trailers, and general driving
- Customer interaction ability
- Detail orientation for managing daily routes
- Computer literate (Outlook, Internet for mapping)

Required knowledge, skills & abilities:

- Ability to stand for 3 hour time periods
- Ability to lift 100 lbs.
- Ability to work at a steady pace to remain on a schedule
- Bending, reaching, lifting repeat motions
- Pro-active communication
- Self-managed problem solver
- Computer knowledge
- Organized and punctual
- Ready to pitch in where needed in warehouse

The above job description is meant to describe the general nature and level of work performed. It is not intended to be construed as an exhaustive list of all responsibilities and duties required for this position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Continued employment remains on an "at-will" basis.

It is the policy of Worldwide Christian Schools not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to, or treatment or employment in its program or activities, as required by section 504 of the Rehabilitation Act of 1973, as amended, the American with Disabilities Act, as amended (to the extent applicable to the Ministry), Title IX of the Educational Amendments of 1972, as amended, Title VII of the Civil Rights Act of 1964, as amended, and the Age Discrimination Act of 1975, as amended, and their implementing regulations. As a religious institution, Worldwide Christian Schools, is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.