

Peninsula Humane Society & SPCA
Temporary Pick-up Driver – Pick of the Litter
Job Description

Job Title: Temporary Pick-up Driver
Division: Community Engagement
Reports To: Manager, POL
FLSA Status: Non-exempt, Non-Union, Part Time (16 hours per week)
Prepared By: Senior Director, Volunteer & Community Programs
Pay Rate: \$21.22 to \$23.00/hour; depending on experience

Summary: Schedule and pick-up up donations and transfer items between shelter campuses and our thrift store. This is a temporary position until November 1, 2024.

Essential Duties and Responsibilities:

- Pick-up and sort donated items at our two shelter locations and transfer appropriate merchandise to our thrift store.
- Safely deliver recyclable items from our two shelter locations and the thrift store to recycling outlets.
- Breakdown cardboard boxes and manage recyclable items and other waste at the thrift store.
- Bring in the empty trash bin from the street after the trash has been picked up.
- Work professionally with the public, customers, co-workers, and volunteers.
- Frequently and safely lift up to 50 lbs. without equipment and lift much heavier weight using prescribed mechanical equipment.
- Schedule pick-ups of merchandise with customers throughout San Mateo County, San Francisco, and Santa Clara Counties with the primary focus on San Mateo County.
- Abide by all traffic laws and use safe driving practices while maintaining a clean PHS/SPCA vehicle.
- May assist in pick-up of new merchandise and sales to customers. Other duties may be assigned.

Supervisory Responsibilities: There is no supervisory responsibility for this position.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty safely and satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Upon hire, must pass a background check. Must be able to operate a 15' delivery truck with lift gate.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related retail experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to customers, volunteers, and other employees of the organization. Possess superior customer service skills. Must have the ability to work well and communicate effectively with the public, fellow employees, and volunteers.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Knowledge of computerized cash management system and ability to learn proper cash management procedures.

Licenses/Certificates:

Have a valid California Driver License with a clean record to be insured with our insurance company.

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 and fingers to handle or feel; reach with hands and arms; talk, hear and or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently and safely lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Routinely exposed to outside weather conditions.

EOE/M/F/D/V/SO