

for I was
hungry
you gave
me food:
I was thirsty and you gave
me drink: I was a stranger and you
made me welcome: as naked as
I was you
clothed
me: sick
and you
visited
me: in
prison
you came
to see me
Matthew
23:33-34

Urban Missionaries of Our Lady of Hope
242 Canterbury Street
Worcester, MA 01603

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On the web at www.urbanmissionaries.com
Tel 508-831-7455

... just helping since 1979

Job Title: Truck Driver / Warehouse Associate

The Opportunity

The Urban Missionaries of Our Lady of Hope has been helping “the Least, the Last and the Left Out” in Worcester, MA and surrounding locales since 1979. As a non-profit organization we have provided a variety of services and programs to assist newcomers and low income families. These include access to housing, basic home goods and food, assistance at Christmas, immigration and language education and assistance.

We operate out of a 14,000 sq. ft. building at 242 Canterbury St. in Worcester. This property houses our programs, the largest of which is a thrift store, storage capacity, a large, convenient parking lot and rental containers and spaces for community small business storage.

Job Summary:

We are looking for an experienced, non-CDL truck driver /warehouse associate to support our retail and food distribution work with pickup and delivery of donated household goods, furniture, large appliances and packaged food from across Worcester County, central and eastern MA and maintain inventory areas. The person will be the primary driver of our 26” Ford box truck and will team with a dedicated helper(s) in support of delivery and pick-up activities.

Responsibilities:

- Load and transport furniture deliveries, appliances and other household items in Worcester to patrons of the Little Store

- Pick up donations of furniture, appliances, clothing and other household items as scheduled by the Retail Manager
- Help load and unload the truck on Food Bank pickup days - 1-2x month at the Worcester County Food Bank
- Inspect vehicles for mechanical items and safety issues and perform preventative maintenance
- Plan routes and meet delivery schedules with the Retail Manager
- Document and log work/rest periods and time spent driving, and retain fuel receipts
- Comply with driving rules and regulations as well as with organization policies and procedures
- Maneuver trucks into loading or unloading positions
- Collect and verify delivery instructions; communicate with patrons regarding deliveries, as necessary
- Report defects, accidents or driving/parking violations
- Manage and maintain toolbox
- Warehouse work to organize and store donated furniture and home goods as directed by the Retail Manager. This would include loading/unloading donations, and following warehouse procedures for maintaining a safe and organized warehouse.

Skills and Personal Qualities:

- Proven work experience as a truck driver/warehouse worker
- CDL not required but would be a plus
- Prior furniture and/or large appliance moving experience is a must
 - Experience with moving equipment such as straps and furniture pads
- Proper knowledge of applicable driving rules and regulations
- Clean driving record. No recent moving or driving violations
- Adaptability and foresight to handle unexpected situations (traffic, weather conditions etc.)
- Ability to make decisions and differentiate usable/unusable furniture and appliance items for donation
- Good customer service skills, for example, polite and courteous toward others
- Reliable, trustworthy and willingness to learn; propensity for helping others
- U.S. Work Authorization

Experience:

Driving: 3-5 years (Required)

Furniture and/or Appliance Moving: 1-2 + years (Preferred)

License/Certification: Forklift experience (Preferred)

Valid State-issued Class-D Driver's License (Required)

Job Type: Full time. Hourly

Pay range: \$16.00 to \$20.00/hour, depending on experience.

Benefits:

Paid Time Off according to Company procedures

30% off Loyalty Card for all purchases in the LittleStore

How to Apply:

Mail résumé to Urban Missionaries of Our Lady of Hope, Attention HR, Our Lady of Hope Center, 242 Canterbury Street, Worcester MA 01603

or Email HR@urbanmissionaries.com (subject line: “Truck Driver/Warehouse”)

Urban Missionaries of Our Lady of Hope is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, religion, or other legally protected status.