

The Rescue Mission in Tacoma is a Christian, faith-based organization and legally similar to a church. Applicants will be considered consistent with laws related to religious institutions. Drug/Alcohol free workplace; EOE. Pay DOE

We are currently seeking a Part- Time Truck Driver and Warehouse Coordinator. Please send application, cover letter and resume to Katie. For more information, visit our web site at www.trm.org

Rescue Mission Purpose, Vision and Value Statement

The Rescue Mission is a Christian non-profit organization that has been offering God's help, hope, and healing to the most impoverished members of our community since 1912. Our goal is to help everyone we work with become a fully contributing member of the community.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus, treated with dignity and compassion; relationships are built on love and truth; integrity is never compromised; service is measured for efficiency and effectiveness; and teamwork and trust are basic to our working relationships.

TRM is a Christian, faith-based organization and legally similar to a church. Employees will be hired and retained consistent with laws related to religious institutions.

Job purpose

Provides pickup and delivery service through flexible scheduling; assists in keeping the warehouse in good order.

Qualifications

- Minimum three years experience driving 6 ton or larger delivery truck.
- Ability to prioritize driving time and respond positively to schedule changes as directed
- Warehouse supervisory experience preferred
- Good organizational skills
- Basic computer skills
- Good written, verbal and electronic communication skills
- Basic math and grammar skills
- Demonstrates good attention to detail
- Ability to prioritize driving time and respond to schedule changes as directed
- Ability to deal with diverse populations, demonstrating compassionate understanding
- Ability to work as a member of a team inspiring trust and speaking truth
- Operate box truck with hydraulic tail gate, forklift, trash compactor, small engine equipment, small electrical tools, hand truck, pallet jack

- Professional certifications: CPR/First Aid and Forklift Certified
- Job specific qualifications: Valid WDL, good driving record, proof of insurance, pass driving test

Duties and responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's core values and culture standards.
- Skillfully help to lead, develop, promote and sustain a spiritual climate within The Rescue Mission in keeping with our purpose, calling and culture

Team Work

- Work as a member of the facilities team to:
 - help establish department strategies, policies and priorities
 - advise the Logistics Manager in matters related to the Donation Center and transportation
 - help solve organizational challenges
 - proactively assist as necessary in the overall success of the Mission

Direct Work

- Attend all required meetings within the Rescue Mission.
- Perform other duties as requested by the Logistics Manager.
- Positively interact with other Rescue Mission staff and department managers.
- Overseeing and maintaining files of Mission vehicles
- Truck Driver
 - Perform all required safety inspections prior to driving vehicle.
 - Maintain accurate vehicle log.
 - Pickup all scheduled donations, and write legible receipts.
 - Load and unload truck.
 - Cultivate community relationships; ensure excellent customer service
 - Maintain good communication with clients, donors, businesses, volunteers and interns.
 - Coordinate services with Logistics Manager.
 - Keep trucks washed and cleaned inside and out.
 - Ensure one quarter tank of fuel in trucks at all times.
 - Ensure that trucks are in good repair, report safety or repair concerns to the Logistics Manager.

Working conditions

Flexible scheduling; some on-call availability; may have to work outdoors in inclement weather; drive large box truck; operate small equipment with dexterity.

Physical requirements

Speak, listen, walk, climb, operate forklift and box truck, lift 50 lbs. above the waist

Direct reports

None