



**Central Brevard Humane Society
Employee Position Description**

POSITION: Driver / Driver Assistant

DEPARTMENT: Shelter

REPORT TO: Shelter Manager Assistant

SALARY RANGE:

GENERAL STATEMENT OF RESPONSIBILITIES:

Provide pick-up and delivery of animals, DOA, furniture, donations, misc errands as needed.

SPECIFIC DUTIES:

- Responsible for submitting a daily driver's log, Vehicle Safety checklist and the cleaning of vans.
- Ability to work alone or as a team member.
- Follow all Safety rules and report any accident and unsafe conditions (Vehicle or Personal) immediately to Supervisor.
- Responsible for delivery of bank deposits. Also delivery of pay checks to the Thrift stores and Merritt Island Adoption center.
- Pick-up money from other agencies for the shelter.
- Responsible for the pick-up and delivery of animals, furniture, supplies and other items (listed on the Driver Log Sheet) to be pick-up and delivered to Molly Mutt Thrift stores, and other locations as instructed.
- Responsible for the pick-up and delivery of DOA and Cremations
- Support special events when needed
- Deliver and pick-up of newspapers and aluminum can and delivery to recycle plant.
- Perform all other assignments or duties as assigned.

POSITION REQUIREMENTS:

Education:

- High School or GED

Experience:

- Able to drive a truck or van.
- Experience moving furniture helpful, but not required.

Skills:

- Good driving record.
- Ability to count money.
- Able to lift 70 lbs.

Uniforms:

- Polo/Collar shirt, CBHS T-shirt or Scrub top
- Jeans or long shorts (No rip or tears)
- Safety shoes (Steel toe shoes or sneakers)
- Name Tag/Badge.

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