



**ERIE UNITED METHODIST ALLIANCE, INC.
JOB DESCRIPTION**

POSITION TITLE: Truck Driver and Facilities Assistant

BASIC JOB FUNCTION: Responsible for fulfilling the transportation needs of EUMA (Erie United Methodist Alliance) and provide support to the facilities manager through grounds maintenance.

REPORTS TO: Director of Social Enterprise

WORK HOURS: 24 hours/week
\$9.00

ESSENTIAL JOB TASKS:

Perform pickup and deliveries with the EUMA box truck, as assigned by the Director of Social Enterprise and perform weekly grounds maintenance tasks including mowing, weeding, trimming, trash pick-up, shoveling sidewalks and salting designated properties. Provide excellent customer service.

RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Truck Driver:

- Ensure delivery schedules, quantity and quality criteria are met;
- Receive, receipt, log, store and distribute donated furniture, household goods, shoes, clothing and other materials;
- Transport, dispose of, or relocate office equipment and furniture;

- Bi-weekly set up, pack up, cleaning and transportation of equipment and supplies for Our Neighbor's Place (seasonal);
- Pickup and deliveries for Second Harvest Food Bank;
- Present a welcoming, helpful response to those seeking assistance or residency;
- Responsible for the upkeep and maintenance of the EUMA truck;
- Perform all daily maintenance record keeping for vehicle using appropriate form, computer program, etc.;
- Maintain strict confidentiality regarding all residents/clients, staff information, records, and EUMA organizational issues;
- Move eligible clients into their new apartment;
- Accept payment utilizing proper handling and record keeping;
- Attend EUMA meetings, in-services and/or trainings as required;
- Stock shelves, counters or tables with merchandise;
- Stamp, mark or tag prices on merchandise;
- Receive and sort donations into proper bins;
- Clean or provide minor repairs to merchandise as needed;
- Test donated items to ensure functional prior to being placed on sale floor;
- Secure, safeguard, and protect EUMA property, equipment, and supplies;
- Advocate for the homeless at every opportunity in day-to-day performance of job duties;
- Maintain/encourage positive attitude and interaction among staff and residents;
- Develop new, and build upon existing community relationships; and
- Perform other duties as assigned by the Director of Social Enterprises.

Facilities Maintenance:

- Mow, trim, weed and otherwise maintain lawn at assigned EUMA facilities;
- Pick-up and dispose of trash at assigned EUMA facilities;
- Shovel, snow blow, spread salt at assigned EUMA facilities; and
- Assist facilities manager as assigned with maintenance jobs.

QUALIFICATIONS:

- Commitment to the Erie United Methodist Alliance mission and core values
- High school diploma or GED preferred, but not required;
- Familiarity with the greater Erie area neighborhoods and streets;
- Driving and customer service experience preferred;
- Basic computer knowledge is desirable;
- Must have a valid PA driver's license and have no more than two moving violations on your driving record within the past three years;
- Must have or be able to obtain Acts 33/34 clearances and FBI Fingerprinting;
- Persons with lived experience are encouraged to apply; and
- Must be able to pass a drug test.

SKILLS NEEDED:

- Initiative, ability to work independently under general supervision, and highly developed sense of responsibility;
- Excellent inter-personal and verbal communication skills;
- Maturity, good judgment, flexibility and a positive attitude;
- Ability to multi-task and adjust schedule quickly with good organizational skills;
- Ability to work comfortably with people of diverse backgrounds and unusual lifestyles in a non-judgmental manner;
- Sensitivity to poverty issues and cultural differences;
- Ability to interact professionally with staff, customers and other members of community;
- Ability to maintain professional boundaries and confidentiality in dealing with clients;
- Ability to work in a constantly changing environment;
- Team work orientation is required.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to talk and hear;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus;
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day;
- The employee must frequently lift and/or move items that weigh more than 50 pounds;
- This position requires driving in all four seasons, and within reason, will require employee to drive in, and be outside in all varieties of weather conditions.

EUMA is committed to building a diverse staff. Those with the above qualifications and who are Veterans, persons of color, those who have experienced a housing crisis, and Spanish speakers are strongly encouraged to apply.

Please submit a cover letter and resume' to Info@EUMA-Erie.org or mail both to EUMA, Human Resources, 1033 E. 26th St., Erie, PA 16504

