



DRIVER AND WAREHOUSE SUPPORT

PURPOSE

The Driver and Warehouse Support volunteer works in the community and in the warehouse at Pueblo Cooperative Care Center. As a Driver, responsibilities include delivery and pick-up, reporting, operations, safety and other duties as assigned. As Warehouse Support, this position is to assist the warehouse supervisor as needed. The Driver and Warehouse Support volunteer is responsible to keep vehicles and the warehouse clean, neat and organized; and is to document activities, issue donor receipts, log activities as required and prepares items for distribution to their appropriate areas within Pueblo Cooperative Care Center.

SKILLS

The Driver and Warehouse Support volunteer must have a commitment to support diverse individuals in a critical need work environment. Skills and qualifications for the Driver and Warehouse Support volunteer position include:

- a. the ability to express compassion and empathy for those living on a low income, senior citizens, veterans, individuals facing substance abuse, individuals with intellectual or developmental disabilities, the homeless and others;
- b. a welcoming and positive attitude while representing Pueblo Cooperative Care Center, including the ability to state the mission of the organization and services provided;
- c. the ability to express sincere appreciation to individual donors, donor organizations (churches, businesses, etc.) and other entities that Pueblo Cooperative Care Center works closely with in the collection of and receipt of food, clothing or other goods and services;
- d. detail oriented, with excellent leadership and organizational skills preferred;
- e. transporting and delivering a variety of materials including food, clothing and other items;
- f. loading and unloading donations utilizing proper storage methods and procedures;
- g. loading and unloading vehicles containing a variety of materials including food, clothing and other items;
- h. operating Pueblo Cooperative Care Center vehicles, forklifts and other equipment only as authorized and certified or properly licensed; including regularly checking vehicle fluid levels, tire pressure and cleanliness;
- i. reporting potential safety issues and service needs immediately;
- j. ability to operate vehicles in a constant state of alertness and safe manner;
- k. comfortable working independently and in a fast-paced environment;
- l. assist the warehouse supervisor with volunteer projects or special events, including projects, set-up, training, oversight and break down of work assignments;
- m. knowledge of procedures associated with a food drive, including sorting, quality control standards and food regulations, product refuse and reclamation;
- n. complete other duties as assigned by the warehouse supervisor; and
- o. the ability to work in a faith-based, team-oriented environment.

SUPERVISOR

The Driver and Warehouse Support volunteer position reports to the Executive Director of Pueblo Cooperative Care Center or their designee.



DESIRABLE CHARACTERISTICS

The Driver and Warehouse Support volunteer must be reliable, trustworthy, maintain integrity, have patience, be punctual, understanding and empathetic to client needs.

RESPONSIBILITIES

Responsibilities and expectations for the Driver and Warehouse Support volunteer position include:

- a. observe OSHA, state, and federal safety regulations;
- b. follows all Pueblo Cooperative Care Center and regulatory agency safety policies;
- c. obey all traffic laws;
- d. drive defensively;
- e. report any unsafe equipment or working conditions immediately;
- f. report any needed repairs or special maintenance to supervisor immediately;
- g. maintain clean and functional vehicles;
- h. follows all driving and vehicle maintenance schedules as provided;
- i. ensure all activities are undertaken in a dignified, kind and respectful manner.
- a. ensure all interactions with individuals are maintained with confidentiality except where required by law to report;
- b. assist in unloading donations and weighing, sorting and redistributing;
- c. rotate foods to comply with the First-In First-Out (FIFO) inventory control method;
- d. breakdown boxes as needed and take to trash or recycle containers as warranted;
- e. maintain a respectful relationship with clients, staff and other volunteers;
- f. committed to learning about warehouse management, and provide suggestions and recommendations as warranted;
- g. ensure the warehouse work area is safe, clean and organized; and
- h. assist in other work areas at Pueblo Cooperative Care Center as qualified and needed.

WORKSITE LOCATION

326 West 8th Street
Pueblo, CO 81003

ORIENTATION & TRAINING

Every volunteer serving at Pueblo Cooperative Care Center is required to complete a volunteer application prior to starting in any position. Program-specific orientation and job training are provided by the staff at Pueblo Cooperative Care Center followed by on-the-job training with individuals serving in that position. One-on-one mentoring with staff and experienced volunteers will be provided. As warranted, a volunteer may be requested and is expected to attend in-service education sessions as needed.

TIME COMMITMENT

Shifts for volunteers can vary depending on the position an individual is volunteering for. All volunteers are asked for a commitment of a minimum of three and a half (3.5) hours per day, one day per week for six months. An individual's ability to maintain this commitment is expected.



MORNING MEETING

Every volunteer is expected to attend the morning meeting each day they volunteer their services to receive all staff updates and the distribution of current information. Staff, volunteers and invited guests meet every morning, Monday through Friday at 8:40 a.m. to review available services, discuss upcoming events and activities, address security concerns and share in development activities including presentations, awards, recognitions, birthday celebrations and more. At the conclusion of the morning meeting, those who choose to participate in a prayer gather together and pray. Prayers are offered for Pueblo Cooperative Care Center, its volunteers, individual requests, names listed on the prayer list, clients and their prayer requests obtained from the prayer box. The decision to pray is entirely up to the volunteer and their decision to participate (or not) will be respected and honored. Group prayers are only offered at this time each day.

BENEFITS

Volunteering time to help others helps bring good to a world in need and it gives every volunteer a sense of purpose. Volunteering helps individual's increase and enhance their physical, emotional and spiritual growth and it helps to build up communities both large and small. As a faith-based organization, Pueblo Cooperative Care Center firmly believes that helping others in need is a way to honor God.

The benefits of volunteering are to be self-assessed by each volunteer as they can be both intrinsic and extrinsic in nature. Benefits experienced by volunteering may include but certainly are not limited to:

- a. grounding an individual in their foundational beliefs *and faith* while serving others;
- b. developing and contributing to community resources that further the objective of helping others and the community;
- c. developing skills by working in a team environment and interacting with clients;
- d. contributing to an efficient and high functioning non-profit organization; and
- e. to engage with and develop relationships with community members;
- f. to make new friends in a faith-based environment that believes in the value of all people.

