



**Neat Used Things for Sale**

a different kind of resale store



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## JOB ANNOUNCEMENT

**Driver & Pick-Up Coordinator, Part-time**  
**Pick-Up & Warehouse Assistant, Part-time**

Progressive non-profit seeking help picking up donations and helping in our Warehouse.

Hours: Monday and Wednesday through Saturday, with an average of 35 hours per week.

**Education and Experience:**

High School Degree or Equivalent Required

Must Be In Good Physical Condition

Must Have Valid Driver's License

Must be Able to Provide Copy of DMV Driving Record

**Beginning Salary:** \$11.00 - \$13.00 per hour,

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## IMPORTANT

Thank you for inquiring about this position at  
The Good Samaritan Center/NUTS. Attached is a job description  
and an application for employment.

Please complete and return to:

The Good Samaritan Center  
P.O. Box 4955 - Jackson, MS 39296-4955

Or bring to The Good Samaritan Center  
at 114 Millsaps Avenue, Jackson, MS 39202  
Monday, Wednesday, Thursday or Friday between 1:00 - 5:00pm

**Deadline: Applications accepted until position filled.**

**Interviews: Preliminary Interviews will begin ASAP.**

# **JOB DESCRIPTION**

## **Driver / Pickup & Warehouse Assistant**

**Part-time Position** - Average 35 hours/week

**Average Working Hours:** Monday 8:30am – 12:30pm; Wednesday – Thursday 8:30am – 5:00pm; Friday 8:30am – 5:30pm; Saturday 9:30am – 4:00pm

**Starting Wage:** \$11.00 – 13.00/hour - Depending on the position hired for & experience

### **Job Responsibilities**

- Load and unload furniture, clothing and other donations by hand from truck
- Sort & Store donations in appropriate areas
- Plan most efficient route for pickups & read city map for directions
- Drive 17ft moving truck & other work vehicles
- Schedule pick up appointments with donors
  
- Work in Warehouse – sorting donations/sorting & handing clothing/stocking food pantry
- Sweep, Mop & Clean Warehouse
- Empty trash cans, clean up outside Free Giveaway Area & janitorial duties
- Assist at Warehouse Sale & Write up purchase tickets
- Keep Warehouse Sale area clean and orderly & Put out merchandise & stock shelves
- Keep work vehicles washed & cleaned
- Supervise volunteers
- Assist coworkers as needed

### **Job Skills**

- Able to lift and move objects weighing over 50 lbs
- Able to read a city map
- Able to communicate well with public
- Has a professional appearance & Has good organizational skills
- Neat & attentive to detail
- Must have a valid MS drivers license and good driving record
- Must be able to provide a copy of DMV driving record at own expenses
- Must pass a criminal background check & drug screening

### **Suitable Characteristics for this Job**

- Does not mind physical labor or working in a hot or cold environment
- Can work fast and efficiently
- Enjoys working with the public
- Willingness to work in a team atmosphere & Enjoys variety of job assignments
- Can shift job gears and does not mind being interrupted in the middle of doing something
- Cares about helping people

**Educational Requirements:** High School Diploma or GED



114 Millsaps Avenue  
Jackson, MS 39202  
Phone: (601) 355-7458  
Email: nuts@goodsamaritancenter.org

# Application for Employment

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

## I. Personal Information

Name: Last  First  Middle

Present Address

Permanent Address (if different from above)

Social Security Number  Home Phone  Cell Phone

Email Address

**Position Applying For:**  Driver/Pick-up Coordinator OR  Pick-up/Warehouse Assistant

U.S. Citizenship or Permanent Resident?  Yes or  No

Are you over 18 years old?  Yes or  No

Do you have a Valid Drivers License?  Yes or  No

*Please list days & hours available to work*

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Are you available holidays, nights and weekends?

2. How did you hear about The Good Samaritan Center?

3. Have you ever been convicted of a crime other than minor traffic offenses? Are there any pending charges? If yes, please explain.

4. Have you been accused of any crimes of a sexual nature? If yes, please explain.

5. Have you ever been discharged or forced to resign from a position?  Yes or  No

If yes, please explain:

6. Is there anything that restricts you from performing the listed duties in the attached job description with or without reasonable accommodation?

7. Do you have current first aid training?  Yes or  No CPR?  Yes or  No adult or pediatric?

1. _____ Company Name (Current or Most Recent Employer)	_____	Position Held
_____	Wages: Start _____	End _____
Location	_____	_____
_____	Telephone	_____
Manager/Supervisor	Dates Employed: From _____	To _____
_____	Reason for Leaving: _____	
		Contact Employer? Yes No If No, why?

2. _____	_____	Position Held
Company Name	_____	_____
_____	Wages: Start _____	End _____
Location	_____	_____
_____	Telephone	_____
Manager/Supervisor	Dates Employed: From _____	To _____
_____	Reason for Leaving: _____	
		Contact Employer? Yes No If No, why?

3. _____	_____	Position Held
Company Name	_____	_____
_____	Wages: Start _____	End _____
Location	_____	_____
_____	Telephone	_____
Manager/Supervisor	Dates Employed: From _____	To _____
_____	Reason for Leaving: _____	
		Contact Employer? Yes No If No, why?

### III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study/Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education?  Yes or  No When? \_\_\_\_\_

If so, what are those plans? \_\_\_\_\_

### IV. References

*\*Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.*

Name	Occupation	Years Known	Phone

### V. Application Questions

1. Why do you want to work at The Good Samaritan Center? \_\_\_\_\_

2. Do you have customer service experience? What did you like, what did you hate and why did you leave?

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3. Have you ever worked at a non-profit organization before? If so, which one and what did you like about your experience? \_\_\_\_\_

\_\_\_\_\_

4. What are some special skills you will bring to our team? \_\_\_\_\_

\_\_\_\_\_

5. What was your favorite job and why? \_\_\_\_\_

\_\_\_\_\_

6. Name your biggest strength and biggest weakness. \_\_\_\_\_

\_\_\_\_\_

7. Any hobbies? If so, what? \_\_\_\_\_

\_\_\_\_\_

8. What are your goals for the next 5 years? \_\_\_\_\_

\_\_\_\_\_

## **VI. Authorization**

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.**

**Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.**

**I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on worktime that I will be required to submit to a drug test.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**