



# JOB ANNOUNCEMENT

## Donation Pick Up Driver - General Warehouse/Store & Organizational Assistant, Part-time

### Hours:

- Monday - Saturday, with an average of 30-39 hours per week.

### Beginning Salary:

- \$12.00 per hour

### Education and Experience:

- High School Degree or Equivalent Required
- Must Be In Good Physical Condition
- Must Have a Valid Regular Driver's License (No CDL needed)
- Clean driver's record

### Reports to:

- Director of Operations

## SUMMARY

Good Samaritan Center is seeking a donation/pickup driver who will assist with the daily driving needs of the organization, including picking up donations and making deliveries. As a General Warehouse Assistant, this individual will also assist clients by making sure that there are adequate material resources (food, clothing, personal care items, house cleaning items, household items) properly sorted, sized, and stocked in the appropriate areas. As a store and organizational assistant, this individual will assist in the operation of a quality resale store (NUTS) that combines unique merchandise for sale at a good price, with a friendly, welcoming, and clean facility.

## INSTRUCTIONS FOR APPLYING

Thank you for inquiring about this position at The Good Samaritan Center/NUTS. Attached is a job description and an application for employment. **You may reach the Center for questions at (601)-355-6276.** Please complete and mail to:

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

Or drop off at The Good Samaritan Center  
114 Millsaps Avenue, Jackson, MS 39202  
Monday, Wednesday, Thursday or Friday between 9:00 - 5:00pm

## **ABOUT THE GOOD SAMARITAN CENTER**

The Good Samaritan Center is a private, non-profit social service agency that focuses on the needs of individuals and families in crisis who are experiencing an unexpected (yet verifiable) emergency beyond the client's control. Our programs and services include, but are not limited to: Clothing Closet, Emergency Food Pantry, HUB for the Hungry, Resource and Referral, and Case Management.

**Average Working Hours:** Monday - Saturday 9:00am – 5:00pm/6:00pm

### **Primary Position Location(s):**

- Good Samaritan Center - Midtown Warehouse and Office
- Neat Used Things for Sale (NUTS) Midtown
- Day trips to the Good Samaritan Center's Laurel locations occur on a regular basis

***Assistant will rotate between locations and duties based on the needs of the Good Samaritan Center, NUTS, and client services. Hours will vary.***

## **SKILLS AND ABILITIES**

### **Necessary Skills:**

- Able to read a city map & GPS
- Able to communicate well with the public
- Able to maintain professional appearance
- Able to stay organized; neat and attentive to detail
- Must hold a regular valid driver's license, have a good driving record, and be able to drive box trucks

### **Physical Requirements of Position:**

- Standing for up to 8 hours
- Bending & stooping when necessary
- Ability to lift up to 50 pounds
- Ability to push up to 75 pounds
- Ability to practice safe working habits
- Ability to work in temperature variations depending on season (hot summers, cold winters)
- Ability to work in non-air conditioned open buildings/warehouse
- Ability to work with different allergens depending on location & season

### **Candidate Requirements:**

- Team oriented (enjoys working with others)
- Flexible (enjoys variety of job assignments) - Can shift job gears and does not mind being interrupted in the middle of doing something
- Compassionate (cares about organization's mission) & helping others
- Enjoys working with the public
- Possesses organizational skills (or willingness to learn these)
- Can work quickly and accurately

### **Educational Requirements:**

- High School Diploma or GED

## **JOB RESPONSIBILITIES**

### **As a Donation Pickup Driver, you will...**

- Load and unload furniture, clothing, food and other donations by hand from truck
- Sort and store donations in appropriate areas
- Plan the most efficient route for pickups & read city map /GPS for directions
- Drive a 17ft moving truck & other work vehicles
- Keep work vehicles washed & cleaned

### **As a Warehouse Assistant, you will...**

- Receive, clean, sort, organize and process incoming donations
- Greet and assist donors in unloading donations
- Maintain cleanliness, organization, and safety of warehouse
- Assist clothing clients under direction of the Clothing Closet Manager
- Stock and properly rotate food, cleaning supplies, and personal care items under direction of the Food Pantry Manager
- Maintain cleanliness of all food areas
- Fill food orders for clients as needed
- Assist in food delivery & personal care items to homebound individuals
- Maintain cleanliness, organization and safety of warehouse under direction of the Director of Operations
- Document all assistance given to clients

### **As a Store Assistant, you will...**

- Greet customers upon arrival
- Inform customers of current sales & your availability to help
- Maintain cleanliness of store
- Receive, clean, sort, process, and organize incoming donations under the direction of the Store Manager
- Add and remove sales flyers from store
- Work well with volunteers
- Price and prepare donations to sell

### **Along with all Good Samaritan Center employees, you will...**

- Complete any tasks set forth by any manager or supervisor
- Help coworkers in other departments as needed
- Participate in weekly office cleanup and other janitorial duties as needed, including sweeping, mopping and taking out trash
- Regularly maintain outside areas, including our Free Giveaway area
- Have a working knowledge of the Good Samaritan Center and its programs
- Assist with Good Samaritan's special events, which may take place outside of normal working hours



114 Millsaps Avenue  
 Jackson, MS 39202  
 Phone: (601) 355-6276  
 Email: info@goodsamaritancenter.org

## Donation Pickup Driver Job Application

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

### I. Personal Information

Name:

\_\_\_\_\_

<b>Last</b>	<b>First</b>	<b>M.I</b>
Maiden Name (if applicable):	Preferred Name:	

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Permanent Address (if different from above):

\_\_\_\_\_

Social Security Number:	Cell Phone Number:	Alternative Phone Number:
_____	_____	_____

Email Address:

\_\_\_\_\_

Do you have U.S. Citizenship or Permanent Residency? (Circle) Yes or No

Are you over 21 years old? (Circle) Yes or No

Please list days & hours available to work:

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

Are you available on holidays, nights and weekends?

How did you hear about the Good Samaritan Center/NUTS?

Have you ever been convicted of a crime other than minor traffic offenses? (Circle) Yes or No

Are there any pending charges? (Circle) Yes or No

If either are yes, please explain.

Have you ever been discharged or forced to resign from a position? (Circle) Yes or No

If yes, please explain:

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

## II. Employment History *If needed, you may attach a second page or resume to supplement employment history.*

1. \_\_\_\_\_  
Company Name (Current or Most Recent Employer) \_\_\_\_\_ Position Held \_\_\_\_\_  
\_\_\_\_\_ Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
Location \_\_\_\_\_  
\_\_\_\_\_ Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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

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

Contact Employer? Yes No If No, why?
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### III. Education

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

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

Are you planning to continue your education? Yes or No

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 Good Samaritan Center/ N.U.T.S.?

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2. Do you have customer service, cashier, warehouse or retail experience? If so, what did you like, what did you hate and why did you leave?

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3. What are some special skills you will bring to our team?

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4. What was your favorite job and why?

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5. Name your biggest strength and biggest weakness.

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6. Any hobbies? If so, what?

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7. Where do you see yourself in the next 3-5 years?

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## VI. Authorization

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's 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 work time that I will be required to submit to a drug test.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Office Use Only**

Date Submitted: \_\_\_\_\_

Interviewed by: \_\_\_\_\_