



JOB DESCRIPTION
Delivery Driver
FLSA Status: Non-Exempt

Division: WORLD
Department: WORLD
Supervisor Title: Ingrid Floyd, Interim Executive Director
Prepared By: Molly Roberts, Administrative Assistant
Created/Last Revision Date: October 13, 2020
Approved By: Ingrid Floyd, Interim Executive Director

The Care Kit Delivery Driver for WORLD is responsible for projecting and integrating the Mission and Core Values of the organization within and outside of the WORLD Department.

**Essential Duties & Responsibilities Includes the following:
Other duties may be assigned.**

- Must understand and comply with all Department of Motor Vehicles, WORLD safety guidelines and universal company policies and procedures.
- Provide “no-contact” delivery to households and check in with members over the phone.
- Maintain client anonymity, leaves packages at the right place, at the right time, with the right person.
- Document deliveries and record insights about household needs.
- Works with WORLD staff members to coordinate on-site assembly.
- Attend trainings as assigned.

Participation in Meetings/Committees

- Attends meetings as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

High school degree or equivalent. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

Computer/Software Skills & Abilities

To perform this job successfully, an individual should have knowledge of use of GPS type software to identify addresses and directions for deliveries. The successful candidate will be able to use computer software to document deliveries and other referrals needed.

Language Skills

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management.

Mathematical Skills

Basic Skills: Ability to add, subtract, multiply and divide in all units of measure.

Reasoning Ability

Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills & Abilities/Qualifications

- Sensitivity to issues surrounding HIV, AIDS, and other infectious diseases.
- Ability to work as a team player.
- Strong attention to detail.
- Excellent interpersonal skills.
- Able to work independently and follow established protocols.
- Ability to work with diverse populations.
- Clean driving record with a 5 year minimum history.
- Must be able to work weekends, holidays and evenings.
- Must be able to work independently with minimal supervision.

Certificates, Licenses and Registrations

- Valid California Driver's License.
- Proof of liability insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACTIVITY	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			*	
Walk		*		
Sit			*	
Use hands to finger, handle, or feel				*
Reach with hands and arms				*
Climb or balance	*			
Stoop, kneel, crouch or crawl		*		

LIFTING/CARRYING	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		*		
Up to 25 pounds		*		
Up to 50 pounds	*			

Up to 100 pounds	*			
More than 100 pounds	*			

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	*			
Toxic or caustic chemicals	*			
Outdoor weather conditions	*			
Risk of electrical shock	*			

Employee's Acknowledgement

I have read the job description and agree to its contents. I acknowledge that other duties may be requested of me that are not specifically stated here. I agree to perform these duties as directed by my immediate supervisor(s), and when called upon. I also agree to assist in the formulation of a revised job description should the need arise in the opinion of my supervisor(s) and/or the Director of Human Resources.

Employee Signature	Date
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