



FLOURISH A FURNITURE BANK

Where Compassion Meets Sustainability

Driver and Logistics Coordinator Position Description

Flourish is looking for a responsible, friendly and safety-conscious driver and logistics coordinator to join our team. In this role, you will pick up and transport donations from residential and commercial locations throughout the Kansas City metro area to our warehouse in Grandview, Mo., as well as deliver items to residential and commercial locations. You will be responsible for scheduling and coordinating pick-ups and deliveries, which will include interacting with and scheduling volunteers in support of your role. Heavy and repeated lifting is a part of this position.

The position requires excellent customer service and communication skills, the ability to juggle multiple projects, a clean driving record, and the ability to pass a drug screening and annual DOT physical. A CDL is not required for this position.

Objectives of this Role:

- Support Flourish's mission with timely and courteous pick-up of furniture and home essentials donations needed to support agency operations.
- Maintain an accurate and organized system for tracking and scheduling pick-ups and deliveries.
- Support a delivery program, to be piloted in 2024.
- Provide leadership for our team of volunteers that help with pick-ups and deliveries.
- Contribute to the Flourish team as a reliable and positive member of the staff.
- Support operations in the warehouse, as needed.

Responsibilities:

- Represent Flourish in the community in a professional and friendly manner.
- Safely operate company vehicles when making pick-ups and deliveries.
- Complete pre- and post-trip safety and operations checklists and documentation.
- Load and unload vehicles multiple times daily. Move items within the warehouse to the appropriate location.
- Use navigation technology to find and follow optimal routes.
- Assist with regular vehicle inspections, arranging maintenance when required.
- Track regular maintenance, licensing and other information for each vehicle. Report needs for each vehicle to the Executive Director.
- Refuel vehicles and ensure they are always ready for use.
- Ensure cold weather chemicals are added according to need for each vehicle.
- Track reports from volunteer drivers and ensure all volunteer drivers are complying with agency policies and procedures, including annual physicals and monthly submission of reports.

- Communicate with donors regarding Flourish's donation guidelines and guide them to use online scheduling software.
- Create a weekly schedule, including corporate and home pick-ups, and communicate the schedule to the donors, volunteers and Executive Director.
- Communicate regularly with the Director of Volunteer Programs regarding volunteer needs.
- Attend weekly staff meeting.
- Attend one-on-one meeting weekly with Executive Director.

Skills and Qualifications:

- Ability to safely operate Flourish box trucks and moving van.
- Ability to lift 50 lbs+ throughout the workday.
- Ability to pass a drug screening test.
- Clean driving record (MVR) for at least one year.
- Strong commitment to safety.
- Good communication and interpersonal skills.
- Basic computer skills including ability to use donation pick-up scheduling software and Microsoft Teams.
- Outstanding time management and organizational skills.
- Adaptability, flexibility and ability to function as a positive team member.
- Pass annual DOT medical exam.
- Prior experience driving in a professional capacity strongly preferred.
- Ability to perform basic vehicle maintenance preferred.

Hours: 25-35 per week

Salary: \$16.10 - \$19.71 per hour, based on experience