

Porchlight Products Driver – deadline to apply 07/27/21



PORCHLIGHT, INC.

306 N BROOKS ST
MADISON, WI 53715
P: 608.257.2534
F: 608.257.2507

WWW.PORCHLIGHTINC.ORG

OUR MISSION

Porchlight strives to reduce homelessness in Dane County by collaborating with the community to provide shelter, affordable housing, and supportive services that eliminate barriers and empower the individuals and families we serve.

This mission to serve those struggling with homelessness can only be accomplished through the generous support of community members and the endless dedication of our staff and volunteers.

HOW TO APPLY: Interested candidates must have a formal Employment Application on file, which can be found at <http://porchlightinc.org/careers/>.

Email: hr@porchlightinc.org
Post Mail: Human Resources, Porchlight, 306 N. Brooks St., Madison, WI 53715

Title: Porchlight Products Driver
Department: Porchlight Products
Primary Location: Thierer Road, Madison
FLSA Status: Nonexempt
Employment Status: part-time, regular
Regular Schedule: Monday-Friday, 8 am –noon, as needed
Pay Range: \$10/hour
Benefits Available: no benefits

Summary: The kitchen driver is primarily responsible for pick up food donations and delivering Porchlight Products. The driver will also take food to other Porchlight locations.

ESSENTIAL RESPONSIBILITIES/DUTIES

- Pick up donated food from the UW Athletic department locations.
- Pick up other donated food as requested by the Director of Kitchen Programs.
- Deliver food to other Porchlight locations as requested by the Director of Kitchen Programs.
- Deliver Porchlight Products to customers as requested by the Director of Kitchen Programs.
- Ensure the delivery vehicle has gas and is serviced properly.
- Maintaining cleanliness of the Porchlight vehicles both inside and out.
- Does not use the Porchlight vehicle for personal use.
- Abide by all driving rules, regulations, signage, detours, etc.
- Alert the Director of Kitchen Programs to any problems with the vehicle, food, or other issues.
- Alert the Director of Kitchen Programs if there is a need for supplies.
- Maintains a professional appearance when delivering and picking up on behalf of Porchlight.
- Other duties related to this department as assigned.

Teamwork & Collaboration:

- Works in collaboration with program and all other agency staff to facilitate a team environment.
- Demonstrates and models effective communication skills in building relationships with all clients and employees.
- Creates good working relationships with other service providers.
- Participates in the development and implementation of Porchlight's strategic plan.

Porchlight Values & Culture:

- Treats all clients, employees, and visitors with caring, kindness, respect, and dignity.
- Helps to create an environment that values and appreciates diversity.
- Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
- Maintains strict confidentiality of all information.
- Adheres to Porchlight policies in the use of computer technology and tele-communications devices.
- Conducts self within appropriate and expected professional boundaries and policies.





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QUALIFICATIONS

- Clean driving record.
- Current driver's license.
- Reliable transportation to arrive to work on time.
- Ability to follow verbal and written instructions.
- Ability to work cooperatively with others.
- Written communication to name and organize files, complete timesheets, and communicate with supervisor.
- Sincere respect for disadvantaged individuals.
- Team orientation with respect for others.
- High ethical standards.

Physical Demands:

The following physical demands are representative of those required by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- Indoor environment: open office, shelter, kitchen, dormitories, tenant units, facilities, etc.
- Outdoor environment: parking lot, grounds, etc.
- Exposure to weather: extreme heat/cold, loud noises, fumes, airborne particles, toxic/caustic chemicals, risk of electrical shock and vibration.
- Sitting.
- Standing, kneeling, walking.
- Bending, stooping.
- Reaching, pushing, pulling.
- Climbing stairs.
- Lifting, carrying up to 50 pounds.
- Repetitive, fine hand, finger, and foot movements.
- Typing/data entry.
- Talking, hearing, interacting with coworkers, vendors, participants.
- Close vision.
- Distance vision, field of vision, color/depth perception.

Physical Qualifications:

- Ability to drive
- Seeing, hearing, speaking.
- Reading, writing.
- Basic English comprehension, written and oral communication.
- Ability to lift 50 pounds.

EEO STATEMENT

It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, or student status.

