

GENERAL DESCRIPTION:

Under the direction of The Mustard Seed of Central Florida, Inc. (TMS) management, the Furniture Mover is responsible for exercising the proper use and extraordinary care of TMS vehicles and other equipment. In addition, the Furniture Mover is charged with the responsibility of representing TMS in a professional manner to members of the community, and with encouraging in-kind donors to make a financial gift at the time of donation pick-up. Furniture Movers, therefore, are held accountable for proper cash handling.

QUALIFICATIONS:

MUST HAVE EXPERIENCE AND HAVE CLEAN DRIVING RECORD

The Furniture Mover must be able to demonstrate the following skill set and experience prior to interview:

- A genuine passion and concern for The Mustard Seed of Central Florida's mission.
- A strong and unwavering commitment to ethical business practices, including honesty and integrity.
- Efficient, strong, hard-working and able to multi-task. Must be able to lift up to 100 lbs. on a daily basis without any special compromises. May be required to carry heavy merchandise up stairs.
- Must be at least 21 years of age.
- Superior interpersonal skills, especially in relating to clients and donors of different backgrounds, ages, ethnicities, sexual orientations and abilities.
- Must have valid U.S. Driver's License and maintain a good driving record in accordance with TMS policy.
- High School diploma or equivalent.
- Must submit to drug screening and criminal background check. Due to the nature of work and the constant contact with valuable items, acceptable candidates who have theft, burglary, fraud, and/or violent crimes in their criminal history are disqualified from consideration.

ADDITIONAL PREFERRED SKILLS AND EXPERIENCE:

Applicants for the position of Furniture Mover will be given preference based on the following skill set and experience:

- Active CDL license
- Active Forklift certification
- Prior employment with a Moving and Storage company
- Associate's degree or equivalent combination of education and experience

ACCOUNTABILITY:

Mustard Seed Furniture Movers report directly to the Warehouse Manager or Warehouse Supervisor, and ultimately to Mustard Seed Operations and Executive Management.

RESPONSIBILITIES:

The Furniture Mover will work in teams of two under the supervision of TMS Management to provide TMS donors with donation pickup and TMS Furniture Program clients with delivery services including, but not limited to, the following:

- Must demonstrate a pleasant and professional demeanor and appearance in accordance with TMS policy at all times.
- Responsible for the quick, efficient, and safe movement of all donations from the place of pickup, for both residential and commercial donors, to the trucks, into the warehouse and

organized appropriately.

- Inventory all items as they are picked up on the daily route.
- Responsibly collect and track client cash donations at furniture pickup. Ensure that all donors receive a receipt. Must promptly turn in all money and tracking paperwork to TMS management.
- Must responsibly handle and carry the gas card, spending only on TMS purchases approved in advance by TMS management.
- Ensure truck's operational condition is not negatively affected by driver error. Report all truck and other equipment problems to Operations Manager or the Executive Director immediately. Must complete a TMS truck evaluation before driving every day.
- Responsible for following route map directions provided by TMS management in the most efficient route possible as good stewards of gifts to TMS from the community. Responsible for ensuring the route directions are clear prior to leaving warehouse.
- Effectively and appropriately supervise all community service workers and volunteers assigned to the route as Furniture Mover Helpers.
- Perform warehouse duties when not on a pick-up or delivery.
- Supporting TMS management in all special projects as they arise.
- Other duties as assigned by TMS Management.

COMPENSATION:

The Furniture Mover position is an hourly, full-time position will discuss salary at interview.