

Position: Shelter Driver

Program: Skagit First Step Center

Reports To: Shelter Manager

Job Overview: Follow all traffic laws and drive defensively to ensure safety. Adhere to the routes and drop off points provided by the manager. Keep the interior of the bus/van clean and sanitize after every trip. Make sure there is always enough gas to get to the destination. Ensure that car maintenance is reported to shelter manager immediately. Deescalate any issues that may arise between residents. Keep shelter clean, including bathrooms and showers.

Responsibilities and Duties:

- Drive shelter residents to drop off points at the designated times.
- Pick up residents at pick-up spots at the designated times.
- Ensure the safety of all residents on the bus/van.
- Sanitize the bus/van after every trip.
- Complete laundry as needed and directed by management.
- Periodically check bathrooms and communal spaces for trash.
- Stock any products around the facility as needed.
- Make trip to storage unit to pick up or drop off resident's belongings.
- Pick up and deliver meals from Café to shelter
- Answer phones as needed.
- Sanitize regularly throughout shift and perform basic janitorial services.
- Clean cabins after resident check outs and record belongings left, if any.
- Make sure the grounds are maintained and trash remains picked up.
- Submit incident forms no later than 24 hours after incident.
- Record data and provide written reports as directed by management.
- Delivering meal as needed.
- Perform any other duties as assigned.

Qualifications:

The successful candidates shall possess a High School Diploma/GED, valid Washington driver license and a clean driving record.

- Ability to interact and communicate effectively with others, both orally and in writing
- Must be able to prepare written reports
- Monitor guests while in transit
- Ensure the safety of and security of guests while in transit

The ability to communicate in Spanish, both orally and in writing, is desired.

Physical Requirements:

The physical requirements describe below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The ability to operate a motor vehicle to transport oneself, others, and program supplies as necessary.
- Th ability to stand, stoop, bend, reach, pull, push, grasp, climb, talk, see, hear and perform basic and light home maintenance activities.
- The ability to move and lift light objects up to 30lbs. such as mail, supplies, files, and equipment.
- The ability to operate office equipment requiring continuous or repetitive hand/arm movements.
- The ability to remain sitting position for extended periods of time.

CPR/First Aid Certification must be acquired and maintained once employed.