



887 Jumonville Rd., Hopwood, PA 15445
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Truck Driver

revised 11/16/2017

TITLE:

The title shall be TRUCK DRIVER

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Minimum of 18 years of age and a safe driving record. Experience in driving different vehicles is very helpful. It is also helpful to be familiar with the Uniontown area. Must have up to date Background Clearances as required by the State of Pennsylvania.

CONVICTIONS: Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

SCOPE AND IMPACT OF DUTIES:

Because of the nature of this position, maturity is extremely important. Driving a vehicle is a privilege and a responsibility; safe driving at all times is imperative. This position is a liaison between program implementation and site management and, as such, requires knowledge of the rules, regulations, and the practices of Jumonville. A conscientious concerned effort is required in providing the services, equipment, and materials necessary for the efficient conduct of the program. Since this person relates to deans, counselors, campers, and site staff, the attitudes, and the interaction must be consistent with the principles of Christian love and the concern for persons. Patience, concern, compassion, fairness, and love are prerequisites.

PRINCIPLES OF EMPLOYMENT:

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

LINE OF AUTHORITY:

This position works under the Coordinator of Adventure & Summer Programs, and Maintenance Director.

SPECIFIC DUTIES:

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously.

1. Pick up garbage and trash on Tuesday and Saturday (daily during Family Week & CAT Week) in areas under the direction of the Maintenance Supervisor.
2. Build Campfires for requested sites at the various campfire locations and keep kerosene bottles full and in shed behind Washington Lodge all under the direction of the Maintenance Supervisor.
3. Deliver snacks as directed by Director of Program Services or Food Service Director
4. The vans and camp vehicles must be cleaned out once a week. The pickup truck must be cleaned after garbage is hauled. If any of the vehicles are showing signs of malfunction, the Maintenance Supervisor should be notified immediately.
5. Gas for the camp vehicles is to be obtained from the pump below the garage. Fill vehicles with gas when needed. Check all other fluids in camp vehicles as directed by the Maintenance Supervisor.
6. Work with the maintenance staff to see to the beautification needs of the camp
7. Assist in any other duties as may be specified.