



We're Hiring a Driver!

Mary's Place empowers homeless women, children, and families to reclaim their lives. We operate a women's day center, a 24x7 family center, and six emergency family night shelters in the Seattle metro region. We serve hundreds of families—moms, dads, and children—providing a safe place for them to be inside, together at night, along with food, showers, clothing, and access to housing and employment resources.

Position Description

We are seeking a responsible and energetic individual with a stellar driving record to pick up and deliver food, donations, and supplies.

Key Responsibilities

- Safely operate cargo vehicles on freeways, residential roads, and congested inner city traffic
- Pick up donations from large corporate donors and donation collection sites
- Maintain established Mary's Place standards for loading the truck, managing separation of loads and completing donation paperwork
- Deliver clothing, dry goods, and household items to shelters and partners
- Maintain established Mary's Place standards for delivering complete shipments and completing delivery paperwork
- Work closely with Mary's Place Central Kitchen to ensure food is handled properly, loaded into sorting facility properly
- Support central kitchen staff as needed in the sorting and storage of food
- Deliver food, dry goods, and meals to shelters and partners
- Log and report any issues/incidents with vehicle(s)
- Perform basic maintenance and fueling as required
- Support In-kind donations team with special projects and receiving donations
- Other duties as assigned

Skills/Qualifications Required

- Experience driving box trucks up to 26' in length, high roof cargo vans, passenger vans, and refrigerated box trucks
- Highly motivated, resourceful, flexible, and possesses a positive attitude and sense of humor, even under pressure
- A valid Washington State driver's license
- Must be at least 21 years of age
- Proof of personal vehicle insurance

- A satisfactory driving record
- Able to repeatedly lift 50lbs through course of day
- Ability to remain calm in emergency and/or high-stress situations
- Ability to work independently by following policies and procedures
- Excellent follow through on assigned tasks
- Strong communication skills
- Must be proficient in English (speak, read and write)
- Ability to work successfully in a collaborative, team-oriented organization
- Exhibits compassion and empathy; works well with men, women and children from all ethnic, social, economic and sexual orientation backgrounds
- Ability to understand and maintain appropriate boundaries
- Adhere to staff guidelines as outlined in the Employee Handbook
- Embrace the Mary's Place mission of empowering homeless women, children and families

Details

This is a full-time position including some evenings, weekends, and holidays. Hourly wage is \$16-18/hour DOE. In addition, Mary's Place offers the following benefits to full-time staff:

- Medical and dental insurance with the cost for core employee coverage paid at 100% by the company and competitive family rates
- Unlimited use ORCA pass for a small deduction per pay period
- 10 days paid time off (PTO) each calendar year (accrued by pay period)
- 10 days of sick time each calendar year (accrued by pay period)
- 9 paid holidays (8 designated company holidays and 1 day of choice)
- Employee Assistance Program

Mary's Place is an Equal Opportunity Employer.

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to ann@marysplaceseattle.org. No phone calls please. Only applicants selected for interviews will be contacted.

www.marysplaceseattle.org