

NOTICE OF JOB OPENING

DRIVER

SHIFT: All Shifts (Days and Times will vary) HOURS: VARIES
Sundays: 7:00 a.m. – 2:00 p.m. – and other dates as required.
SALARY RANGE: \$11.00 - \$14.00 JOB CODE: NH015

Summary of Responsibilities:

Responsible for providing prompt and safe transportation service by driving the church van and bus. Driver will have various routes in the metropolitan Detroit area. Responsible for providing transportation for the church staff, and members.

Primary Responsibilities:

- Operates the church van and bus on scheduled routes.
- Performs inspections of vehicles as required by the State of Michigan.
- Maintains driving logs and reports as required by the church and regulatory agencies.
- Inspects and reports all equipment malfunctions.
- Maintains cleanliness of vehicles.
- Inspects fluid levels and tire air pressures, providing fuel as needed.
- Performs minor repairs on vehicles in the event of a breakdown.
- Assists and directs handicapped and elderly individuals on and off vehicles.
- Performs other duties as assigned by the Trustee Board.

Skills and Experience:

- Detailed oriented and organization skills
- Knowledge of and ability to safely operate vehicles.
- Ability to communicate effectively with staff, members and church leadership.
- Ability to exercise independent judgment and discretion.
- Ability to follow oral and written instruction.
- Possess an awareness of all traffic regulations with willingness to comply.
- Ability to work under pressure and meet deadlines.
- Patience and friendliness with all passengers.
- Ability to sit for extended periods of time
- Ability to lift up to 50 lbs.
- Ability to assist all passengers.

Qualifications:

- Valid CDL license with passenger rating.
- High school diploma or GED
- Two – five years of professional driving with some experience in basic vehicle maintenance.
- Must have a clean motor vehicle record.
- Must have good communication skills.

DATE OF POSTING: July 5, 2024

EXPIRATION DATE:

**PLEASE FORWARD RESUMES ONLY ON CONFIDENCE TO NEW HOPE MISSIONARY BAPTIST CHURCH P.O. BOX
386, SOUTHFIELD, MI 48037-0386
RESUMES CAN ALSO BE DROPPED OFF AT THE CHURCH.**