

**Job Title: Courier**

**Type of Staff:** Regular Part Time (Non Exempt)

**Staff Supervisor:** Facility Manager

**Job Overview:**

This person is responsible to provide the Kansas City Rescue Mission with safe, efficient pick-up and delivery service.

**Job Qualifications:**

The Courier must conform to KCRM *“Qualifications for Employment”* and support the KCRM *“Statement of Belief”* as outlined in the Employee Handbook.

The Courier must be able to demonstrate the knowledge and skills necessary to provide the Mission with safe efficient pick-up and delivery services as necessary and to properly represent the Mission to the general public. This person must interact with others including vendors, donors, staff, clients and volunteers with politeness, patience, kindness and grace. The driver must maintain good personal hygiene and proper dress.

The Courier must maintain a valid Missouri or Kansas driver's license, a good driving record, drive responsibly and be willing to conform to the vehicle policy outlined in the Kansas City Rescue Mission's Staff Manual.

If this person is recovering from an *addiction or addictive behavior\**, sobriety and abstinence for a minimum of two years is necessary.  
(\*Addictions or addictive behaviors include but are not limited to: alcohol, drugs, gambling, pornography, inappropriate habits or choices and essentially any dependency inconsistent with Biblical standards.)

**Duties and Responsibilities:**

- A. Drive the Mission's vehicles for delivery and pick-up errands as assigned. (i.e. - Sysco, Aldi's, Walmart, Sam's, Costcoetc.)
- B. Provide transportation for clients, staff, etc., as needed
- C. Arrange for and drive rental vehicles as necessary
- D. Keep the vehicles fueled and well maintained, reporting any maintenance needs as observed