

Job Title: Courier and Facility Assistant

Type of Staff: Regular Part Time (Non Exempt)

Staff Supervisor: Facilities Services Manager

Job Overview:

This person is responsible to provide the Kansas City Rescue Mission with safe, efficient pick-up and delivery service as well as timely and effective custodial work.

Job Qualifications:

This person must conform to KCRM *“Qualifications for Employment”* and support the KCRM *“Statement of Belief”* as outlined in the Staff Manual. This person must interact with others including vendors, donors, staff, clients and volunteers with politeness, patience, kindness and grace. They must maintain good personal hygiene and proper dress.

As the Courier, this person must be able to demonstrate the knowledge and skills necessary to provide safe and efficient pick-up and delivery services as necessary and to properly represent the Mission to the general public. They must maintain a valid 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. Sobriety and abstinence for a minimum of one year is necessary.

As the Custodial Assistant, this person must be able to demonstrate the knowledge and skills necessary to provide timely and thorough cleaning of the assigned areas. The proper use of cleaning chemicals, filling of disposables, and response to urgent cleaning requests will be expected.

Duties and Responsibilities:

- A. Drive company vehicles for various errands as assigned
- 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
- E. Monitor the janitorial work of others to insure the thorough cleaning of all assigned areas at the scheduled time, and personally address any outstanding issues
- F. Oversee the proper use of all cleaning chemicals, fill all dispensers, and respond to urgent cleaning requests
- G. Be responsive to the call for assistance during inclement weather
- H. Perform all other duties as may be assigned by the supervisor