



VISION BEYOND THE ORDINARY

Westmoreland County Blind Association

Shredding Truck Driver Assistant

Summary

The Shredding Truck Driver Assistant aides the truck driver with the delivery and pickup of confidential documents for return to the WCBA for destruction.

Duties and Responsibilities

- Assist box truck driver with handling boxes
- Aiding the driver to pick up and deliver secure containers
- Load and unload trucks as needed, frequent lifting and bending in loading trucks
- Operate pallet jacks, forklifts and bailer as needed
- Maintain safety consciousness and hazard free environment
- All other duties as assigned

Education/Experience

- High school diploma or GED
- Valid PA driver's license
- Ability to work in lifting and truck loading and unloading activities on a daily basis
- Ability to lift up to 50 pounds
- Proven driving record and ability to operate the shredding vehicles
- Effective oral and written communication skills, including basic recordkeeping
- Self-motivated and well organized work habits

The starting wage rate is \$12.30/hour. The schedule usually consists of (3) eight hour days a week or 24 hours total.

WCBA is an Equal Opportunity Employer



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