



## **Delivery Driver Job Announcement**

<b>Hours:</b>	Part-Time (20 hours); Monday – Thursday
<b>Hiring Range:</b>	\$10-\$12 per hour
<b>Location:</b>	Washington, NC
<b>Reports to:</b>	Program Manager
<b>Close Date:</b>	May 31, 2023
<b>Start Date:</b>	July 1, 2023

The mission of Cornerstone Community Based Programs (CCBPS) is to provide invaluable resources and information to the citizens of Beaufort County, North Carolina. Our programs are designed to meet the needs of families who experience negative barriers that prevent positive outcomes towards a good quality of life. One of the programs, The Healthy Opportunities Pilot program, will focus on the provision of non-medical services to eligible Medicaid Managed Care enrollees. The four main areas of focus (food, housing, interpersonal violence/toxic stress, and transportation services) will be delivered through an HSO. As an Assess East Human Service Organization (HSO) partner, CCBPS provide services to qualified residents of Beaufort County.

**Position Summary:** We are looking for a reliable delivery driver who is concerned with customer satisfaction and transporting items in a safe, timely manner. The delivery driver will pick up and drop off items while adhering to assigned routes and time schedules. You should be willing to work as part of the delivery team to ensure that the items are complete, packed correctly, and safely delivered to the correct client.

To succeed as a delivery driver, you should be polite and prompt with a commitment to providing our clients with an excellent experience. You should be thorough in ensuring orders are properly fulfilled, committed to work safety, and passionate about satisfying clients.

### **Primary Job Responsibilities:**

- Loading, transporting, and delivering items to clients in a safe and timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, signed by the client, placed in a secured location, and the customer is satisfied.
- Assisting with loading and unloading items from vehicles.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Operating equipment and machines, such as cars, trucks, pallet jack, hand truck, etc.



**Qualifications:**

- High school diploma or equivalent.
- Valid driver's license issued by the state of North Carolina.
- Clean driving record.
- Experience may be required or preferred.
- Willingness to adhere to assigned routes, schedules, safety procedures, and transportation laws.
- Strong time management and customer service skills.
- Ability to walk, drive, lift, and carry heavy items for extended periods.
- Attention to detail.

**Cornerstone Community Based Programs is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We welcome and encourage applicants from diverse groups to apply. We also welcome people from different national origins, religions, ages, & ability status.**

**To apply:** Send resume & cover letter to Tameka Spruill at [tspruill@cfwccog6109.org](mailto:tspruill@cfwccog6109.org) or in-person at Cornerstone Community Based Programs 1918 W 5<sup>th</sup> Street, Washington, NC 27889 in a **document sealed envelope**. Phone contact: (252) 946-6109.



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_



**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO



Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_