

## Job Description

POSITION TITLE Driver

JOB FAMILY General Worker

CATEGORY: Administration

REPORTS TO: Receptionist

### Job Summary

To provide reliable and courteous transportation with safety as a top priority; operate and maintain assigned vehicle(s); and to maintain vehicle and customer records.

### Key Areas

- To drive visitors to and from all ministry related activities
- The delivering and collection of mail, correspondence, payments, and any other delivery or pick-up needed
- Special programs and emergencies
- Willing to drive long distances out of town when needed
- Purchasing local food stuff and stationary for the church
- Cover the Receptionist when necessary

### Duties of the Job

- Serve as driver for the church with a hands-on approach of assisting with the transportation of people as well as big or small items
- Delivering mail and parcels to and from various places in a timely manner
- Make payments and purchases as instructed
- Carry out daily routine checks on the vehicle prior to driving
- Report all faults, changes in performance or noise of the vehicle to supervisor
- Ensure that the vehicles driven always have valid Road Tax, Fitness and Insurance
- Ensure that both the interior and exterior of the vehicles are kept clean
- Monitor fuel consumption and, should dramatic changes occur, inform supervisor
- Ensure the vehicle does not drop below "*quarter tank*" at any time
- Ensure the vehicle is parked in a safe place at all times
- Maintain a vehicle log book and fill in all the necessary accompanying paper work

### Daily Checks on Vehicles:

- Check oil and other necessities
- Write down what needs to be changed or worked on
- Book dates and times for service
- Keep record of vehicle service dates
- Check tire pressure
- During rainy season ensure that wipers are changed where necessary
- Check the log book for who was driving last and ensure that they left the vehicle in order (radio off- aircon off – lights off etc)
- Closely inspect the vehicle for dents or scratches

## **Road worthy vehicles – compliance of road tax fitness and insurance including senior Pastors Vehicles**

- Keep a log book of all dates for all vehicles
- Regularly check the log and vehicles
- Schedule fitness testing when due

## **Reception**

- When covering the reception,
- Ensure the reception area is clean and welcoming
- Excellent telephone etiquette
- Accurate message taking
- Develop excellent communication skills

## **Any other duties**

- Be loyal to the Seniors Pastors and to the Ministry's vision, mission, and values
- Provide care, love, and encouragement to all staff and lay leaders with whom you have contact or dealings
- Perform all other duties assigned by the Senior Pastors, Operations Director or your supervisor
- Adhere to the MLFC Staff Statement of Ethics

## **Education and Experience**

- Full GCE (Grade 12)
- Certificate in Management Studies or equivalent
- Valid Driving Licence (Class C or higher)
- Minimum 3 years driving experience
- Experience of working in a multi cultural setting

## **Knowledge and skills**

- Have strong knowledge and abiding by all road codes, highway codes and laws related to roads and transport
- Familiar with the area and knowing most places
- Setting up the trips with priorities
- Making use of the shortest and most efficient routes
- Have the ability to connect and be hospitable to guests that would have to be driven.

## **Personal Attributes**

- Ministry Minded
- Compassionate
- Patient
- Honest
- Good Listener
- Self-Motivated