



## Job Description

---

**Job Title:** Transportation: Part Time Driver

**Ministerial Designation:** Religiously Qualified- non-exempt

**Department:** Hospitality

**Reports To:** Hospitality Manager

**Prepared Date:** 07/26/2019

**Summary:** Participates in the Mission and Ministry of Tenacre by driving the Tenacre van route, driving to local airports and handling Tenacre mail, errands, and performing the following.

### Competencies

To perform this job successfully, an individual should be progressively demonstrating his or her knowledge of the practice of Christian Science. Additional competencies include:

**Servant Leadership and Teamwork:** Supports the camaraderie and unity among all staff and within the Hospitality team; takes actions that demonstrate an unselfed approach.

**Communication Skills:** Responds to requests for assistance and service with respect, warmth, and diplomacy.

**Ethics:** Acts and speaks in a manner consistent with the highest ethics and integrity and ethically upholds organizational values; inspires the trust of others; maintains confidentiality; demonstrates respect for all; keeps commitments; understands lawful and ethical standards.

**Planning/Organizing:** Prioritizes, plans, thinks and drives strategically; uses time efficiently, is punctual and keeps commitments. Self-disciplined with good time management skills. Embraces mentality of hospitality by delivering an exemplary customer service experience.

**Quality Management:** Demonstrates consistency, orderliness, thoroughness, follow through, and attention to detail.

**Judgment:** Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Prays through every aspect of the Transportation position; exhibits a demonstrable knowledge of Christian Science practice, to represent Tenacre to the public, to support Transportation and Reception and the Mission and Ministry of Tenacre as a whole
- Must be comfortable being part of a vibrant, diverse community and easily interacts with people from all corners of the globe

- Unfailingly complies with traffic regulations and observes safety practices; keeps apprised of local traffic conditions
- Drives safely, defensively and smoothly in all weather conditions without hard turn, or excessive breaking, or acceleration
- Uses a hands-free device when using a cell phone during driving and does not text while driving
- Drives the five weekday Tenacre-to-Princeton van schedule with occasional Saturday service and provides pickup and drop off airport service to (EWR, PHL, TTN Airports)
- Works flexible hours with some weekend work
- Occasionally assists passengers to get into or out of the car. Loads and unloads luggage and packages and must be able to assist with lifting & carrying baggage up to 50 lbs.
- Keeps cars and vans washed and car interiors tidy, coordinates interior and exterior car detailing when necessary and keeps cars and vans fueled
- Reports all repairs, maintenance or adjustments needed to Buildings and Grounds department
- Respects unpublished 10 mph campus speed limit while driving Tenacre vehicles on campus
- Runs errand service for Christian Science Nursing Services, purchases requests including food items, toiletries, and occasional deliveries to professional offices
- Carries Tenacre mail and packages to and from Princeton post office, sorts all mail, delivers Christian Scientist in Residence mail and some guest mail, and keeps Tenacre post office tidy
- Delivers nursing supplies with some regularity to the four Christian Science nursing settings
- Communicates regularly with the Hospitality Office to stay apprised of requests and Transportation needs

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty as stated. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Requirements**

- Fluent in speaking, reading, and writing English
- Member of The First Church of Christ, Scientist
- A clean driving record that remains free from multiple moving violations
- Commercial Driver's License, preferred