



CHEP, Inc.

Job Title: Transportation & Operations Assistant

Location: MD

Reports To: Jahnee Webster

Position Type: Full time

Salary: Hourly Rate

About Us:

CHEP is dedicated to working with homeless or at risk homeless veterans. We are committed to making a meaningful impact in our community, supporting individuals and families through our programs and services. As we continue to grow and expand our efforts, we are looking for a reliable, versatile, and motivated individual to join our team.

Position Summary:

We are seeking a dedicated Transportation & Operations Assistant to support our Veterans with transportation needs, assist with cleaning and maintaining units, and provide overall operational assistance across the program. The ideal candidate will be someone who is adaptable, responsible, and committed to helping us serve our community. This position reports directly to Jahnee Webster but will work closely with all team members to ensure seamless operations across the organization.

Key Responsibilities:

Transportation Support:

- Safely operate CHEP vehicles to transport supplies, and program participants to and from various locations.
- Ensure timely, reliable, and efficient transportation services for program needs, client pickups, and deliveries.
- Maintain accurate records of mileage, vehicle use, and any incidents or maintenance needs.

Vehicle Maintenance:

- Perform routine maintenance checks on assigned vehicles, ensuring they are in good working condition.
- Report any issues or repairs needed to the appropriate personnel.
- Assist with coordinating vehicle cleaning and ensuring that vehicles are stocked with necessary supplies (e.g., safety equipment, materials for transportation).

Unit Cleaning and Maintenance:

- Assist with cleaning and organizing units, offices, or spaces used by the organization.
- Support the team in setting up and maintaining facilities for program needs, ensuring spaces are clean, welcoming, and functional.
- Perform light maintenance tasks as needed (e.g., minor repairs, arranging equipment).

Program Support:

- Provide operational assistance to various programs as needed, including setting up events, preparing materials, and assisting staff with program-related activities.
- Act as a reliable point of contact for day-to-day operations in the absence of direct supervision.
- Assist with the distribution of program materials, ensuring all items are accounted for and delivered to the correct locations.
- walking through Veterans homes daily and reporting concerns as well as daily interacting with the veterans. An issuing drug screening as needed.

Team Collaboration:

- Work collaboratively with all team members to support the overarching goals of the organization.
- Provide assistance where needed across different departments, maintaining a flexible and positive attitude.
- Help foster a team environment, offering ideas and suggestions to improve operations and program delivery.

Qualifications:

- Valid driver's license and clean driving record.
- Experience operating vehicles for transportation purposes.
- Strong organizational skills with attention to detail.
- Ability to perform light physical tasks, including lifting and cleaning.
- Familiarity with basic vehicle maintenance and troubleshooting.
- Strong communication and interpersonal skills, with the ability to work well in a team environment.
- Ability to adapt to changing needs and responsibilities.
- Previous experience in a non-profit setting or working with community programs is a plus.

Working Conditions:

- This role may involve occasional weekend or evening hours based on program schedules.
- Some physical labor required, including lifting, cleaning, and vehicle maintenance tasks.
- Must be able to work independently as well as collaboratively in a team environment.

All other duties as assigned.

New Employee

_____ **date** _____

Jahnee Webster

_____ **date** _____