



Position: Truck Driver/Warehouse - Part-Time
Reports to ReStore Manager

SUMMARY:

The Truck Driver/Warehouse associate represents the Habitat brand through courteous interactions with customer and donors to support our mission and support the ReStore operations. Pickup and unload donations for the ReStore in a timely, efficient and courteous manner.

ESSENTIAL JOB FUNCTIONS:

- Drive Habitat for Humanity vehicles to pick up donated items in a safe and courteous manner
- Perform vehicle inspections and to fill with the appropriate fuel.
- Treat donors in a friendly, positive, and courteous manner
- Create the most efficient route to pick up donations
- Distribute donation receipts
- Load and unload all donated items using methods to stack, pad and secure items in a position on the truck to prevent damage during shipment
- Screen all donations to ensure they are acceptable and sellable according to guidelines in donation manual
- Attend and participate in store meetings and training sessions
- All other duties as assigned

QUALIFICATIONS AND SKILLS:

- Be an ambassador of the Habitat Program
- Excellent communication skills
- Always present a professional image
- Mathematical and problem solving skills
- Enthusiasm and commitment to always provide excellent customer service
- Schedule Flexibility
- Requires a valid driver's license and a good driving record
- Must have some experience driving a box truck and/or towing trailers
- Must be able to lift up to 100 lbs., stand, squat, bend and climb in/out of the truck

Please send Resume to clintoncorestore@yahoo.com. No phone calls please.