

POSITION TITLE

ReStore Driver

POSITION OBJECTIVE

The ReStore Driver will expand the intake of in-kind donations for ReStore by conducting donation pick-ups throughout our community and representing Habitat for Humanity through daily interactions with donors and customers.

GENERAL DESCRIPTION

The ReStore Driver position is a part/full time hourly position and reports directly to the Director of ReStore Operations, and is responsible for the collection of donations as well as maintaining the receiving and warehouse area by properly organizing and storing inventory.

SPECIFIC RESPONSIBILITIES

- Pick up donations from outside sources, assist with loading and unloading, and screen donations to ensure adherence with ReStore's donation guidelines.
- Responsible for safely operating ReStore vehicles and/or various other vehicles to transport materials and donations to and from specific destinations.
- Make daily inspections of truck equipment and supplies, complete all required and related paperwork, and report any accidents or incidents involving ReStore vehicles or equipment in the proper manner.
- Assist with accepting in-store donations and completing donation forms.
- Adhere in a timely manner to donation pickup schedule, ensuring that all pickup times are conducted within the allotted time period given in the daily schedule.
- Assist with in store duties as needed, including assisting customers, stocking items, maintaining store cleanliness and organization and working with volunteers.
- Act as a public representative of Habitat for Humanity, including becoming familiar with Habitat for Humanity (our mission, organization, etc.) and be able to effectively share about Habitat with donors.
- Perform other tasks and duties as assigned.

QUALIFICATIONS

- The ReStore Driver should be a highly organized and motivated team player with a strong work ethic.
- High school diploma or its equivalent or a minimum of four years of related full time employment.
- Previous experience in customer service dealing with a diverse population is helpful.
- Excellent verbal and written communication skills.
- Ability to communicate clearly with donors, including excellent phone etiquette.
- Ability to be flexible and able to adapt to unexpected and/or varying situations.



- Ability to work with people from diverse ethnic and economic backgrounds is expected.
- Possesses strong initiative and a proactive work ethic, and thrives in a team environment.
- Ability to use a GPS device, read maps, and navigates through our service area in a timely, safe, and efficient manner.
- Available to work according to our store operating hours, including weekends.
- Hold a valid Texas driver's license and be eligible to work in the United States.
- Ability to stand, walk, and work consistently (including the ability to carry at least 50 pounds without assistance) throughout extended periods of time.

By signing below, you are confirming that you have discussed all of the above details and information regarding the position of ReStore Driver to the person being hired for this position, and addressed all related questions and/or concerns.

By signing below, you are confirming that you have read and agree to all of the above details and information regarding the position of ReStore Driver.

New Employee/Driver Name

ReStore Driver

Date