

ReStore Donation Truck Driver

Reports to: ReStore Managers and Director

Description: This position is responsible for the pick-up of merchandise from donors, safely loading the merchandise in the ReStore truck and trailer, returning to the ReStore and unloading merchandise.

Employee Status: Non-exempt, hourly at 28-40 hours per week

Responsibilities:

1. General Duties:

- a. Load and unload all donated materials
- b. Screen for product usability
- c. Communicating with ReStore Manager regarding incoming donation.
- d. Occasionally supervising volunteers, making their experience meaningful
- e. Drive Truman Heritage Habitat for Humanity vehicles to pick-up and deliver donated goods.
- f. Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- g. Operate forklift
- h. Answer telephone and provide ReStore information, directions, and meet the caller's needs.
- i. Daily cleaning and straightening of ReStore drive-thru areas, keeping them neat and clean.
- j. Screen for product usability when donors call or bring in donations.
- k. Regular maintenance of Truman Habitat vehicles.

2. Required Skills/ Experience

- a. Team building
- b. Should have a Christ-centered approach to leadership
- c. Must be a good listener and be able to engage in well-considered discussions.
- d. Must have good anticipatory abilities and personally act on as need arises.
- e. Must be willing to understand the big picture of the Truman Heritage Habitat for Humanity ministry and know that the ReStore is only a part of the larger goal.
- f. Must pass: criminal background check, drug test, and sexual offender check.
- g. Work is performed in a retail/warehouse environment.
- h. Ability to lift 75+ pounds
- i. Ability to spend majority of the day standing or moving about the ReStore.
- j. Work may require climbing ladders, standing, bending, kneeling and reaching in awkward and tiring position.
- k. High school diploma or equivalent
- l. Must have current driver's license, maintain a good driving record and have or acquire a DOT health card.
- m. Minimum of six months' work experience.