ReStore Drive Team Associate
Habitat for Humanity of Montgomery and Delaware Counties, PA

POSITION TITLE: Furniture Donation Driver
REPORTS TO: ReStore Donations and Logistics Manager
STATUS: Full or Part-time, non-exempt

POSITION PURPOSE
This position is a physically demanding role that is primarily responsible for, but not limited to the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and trailer, returning to ReStore and unpacking merchandise.

PRIMARY DUTIES AND RESPONSIBILITIES

• Drive 20-foot box trucks to pick-up donated goods
• Load and unload all donated materials working collaboratively and professionally with ReStore staff and or volunteers
• Screen for product usability.
• Communicating with ReStore Manager and ReStore staff regarding incoming donations.
• Occasionally supervising volunteers, making their experience meaningful.
• Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
• Maintain donation acceptance documentation and refusal of donation verification and documentation.
• Work is performed in a retail/warehouse environment.
• Answer truck phone and provide ReStore information, able to utilize logistics technology (I-pad and cell phone).
• Maintenance of the ReStore truck- interior and exterior- keeping it neat and clean.
• Other Duties as Assigned by the ReStore Manager.

REQUIREMENTS

• Professional interpersonal and communication skills
• Excellent customer service skills
• Ability to relate and interact with individuals of rich diversity and varying skill sets
• Ability to work outside and inside in all weather conditions
• Ability to drive a box truck with knowledge of basic furniture moving techniques
• Ability to use technology as needed and required
• Must have good anticipatory abilities and personally act on same as need arises.
• Must be willing to understand the big picture of the HFHI mission and know that ReStore is only a part of the larger goal.
• Must complete a criminal background check

PHYSICAL DEMANDS

• Ability to lift 75 lbs., stand squat, bend and climb in/out of truck on a daily 8-hour basis.
• Ability to spend majority of the day standing or moving about ReStore. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.

EDUCATION

• High school diploma or equivalent with a minimum of six months’ work experience.

CERTIFICATES, LICENSES AND REGISTRATIONS

• Must have a drivers’ license and maintain a good driving record.
Note:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

Competitive Benefits Include: Group health, dental and vision insurance, short term disability, life insurance, access to; as well as 20 days paid time annually. Salary: $17-19 hourly based on experience.

Please include an updated resume with your application. Please submit applications to development@habitatmontdelco.org with the position title as the subject. Habitat for Humanity of Montgomery and Delaware Counties is an Equal Opportunity Employer and we’re committed to diversity and equal opportunity in our recruitment and hiring. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position.

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