



## **POSITION DESCRIPTION**

### **TRUCK OPERATOR**

**POSITION TITLE:** Donation Ambassador

**REPORTS TO:** Director of Retail Stores

**DEPARTMENT:** Restore

**STATUS:** Non-exempt

**PRIMARY LOCATION:** 533 Foundry Rd, W. Norriton, PA 19403

200 Blair Mill Rd, Horsham, PA 19044

### **POSITION SUMMARY**

This role involves driving and transporting donated items, collaborating with staff and volunteers, inspecting donations, supervising volunteers, and maintaining positive relationships. It requires good communication, adaptability to weather conditions, driving skills, and a strong understanding of the organization's mission. A positive attitude, time management, and a commitment to personal and professional growth are essential.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Drive 20-foot box trucks to collect and transport donated goods.
- Collaborate with ReStore staff and volunteers for loading and unloading.
- Inspect donations for usability and communicate with the ReStore Manager.
- Document accepted donations and refusals for inventory and tax records.
- Ensure the cleanliness and safety of the ReStore truck.
- Perform additional tasks assigned by the ReStore Manager, such as organizing inventory, assisting customers, and maintaining the store's appearance

### **REQUIREMENTS**

- Demonstrate professional interpersonal and communication skills, with an emphasis on delivering excellent customer service
- Effectively relate and interact with individuals from diverse backgrounds and skill levels
- Comfortable working both indoors and outdoors, in all weather conditions
- Ability to drive a 20 ft box truck and possess knowledge of basic furniture moving techniques
- Strong understanding of the HFHI mission and the role of ReStore in fulfilling that mission
- Consistently maintain a positive attitude, even in challenging or high-pressure situations
- Effectively prioritize tasks and manage time to meet established deadlines
- Continuously demonstrate a commitment to personal and professional growth and development

### **EDUCATION**

Minimum requirement of a high school education

### **DRIVERS LICENSE**

A valid driver's license, reliable transportation, and willingness to travel as needed are required.

Employment contingent upon completion of successful background check and child abuse clearance.