

JOB DESCRIPTION
ReStore Pick-up Driver/Store Associate
Habitat for Humanity of Boone County

Reports to: ReStore Manager

Description: This position is responsible for the donation process including pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck, returning to ReStore and unpacking merchandise. Driver will help process and organize donations to prepare them for salesfloor. Some salesfloor hours and volunteer supervision as needed.

Employee Status: Part-time, 15-20 hours as needed. \$16/hour

Responsibilities:

1. General Duties

- Load and unload all donated materials
- Screen for product usability.
- Communicating with ReStore management & staff regarding incoming donations.
- Occasionally supervising volunteers, making their experience meaningful.
- Drive HFHBC vehicles to pick-up and deliver donated goods
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Process cash and credit card transactions, following established procedures for each type of sale.
- Answer telephone and provide ReStore information, directions, meeting the caller's needs.
- Daily cleaning and straightening of ReStore drive-thru, keeping it neat and clean.
- Partner with management on donation pricing and operations.

2. Other Duties as Assigned by the ReStore Manager

3. Required Skills / Experience

- Includes driving a 16ft box truck, loading and unloading large furniture and other items
- Assure regular maintenance and repair of truck, partner with management as needed
 - Oversee required daily equipment trip inspections and records
- Knowledge and experience in retail sales.
- Should have a Christ-centered approach to general work environment.
- Make judgement calls, think on your feet, and problem solve while learning something new every day.
- Must be willing to understand the big picture of the HFHBC ministry and know that ReStore is only a part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Check.
- Work is performed in a retail/warehouse environment.
- Interacting with donors and screening donation quality
- Standing, walking, moving, and lifting on a regular basis
- Ability to operate a cash register, office equipment and accurately make change.
- High school diploma or equivalent.
- Minimum of six months of work experience.
- Must have a driver's license and maintain a good driving record

Effective: Summer 2022