



Location: ReStore - shared position

Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Job Title	Donation Driver
Department	ReStore
Reports To	Donation Hotline Manager
Employment Type	Employee
FLSA Status	Full Time - Non Exempt
Date	8/18/2016

### Job Description

Responsible for assisting with the pick-up of donated goods and the delivery of purchased merchandise to customers. Prepares and follows cost-saving and responsible measures to effectively route pick-ups and deliveries. The driver exhibits excellent customer service and demonstrates a professional approach to receiving donations. The driver is responsible for ongoing maintenance of the Habitat truck. Must be able to express the Habitat for Humanity mission.

### Responsibilities & Duties

1. Pick-up and deliver donations, using Habitat for Humanity box truck
2. Provide excellent customer service to donors. Always thanking them for their donation!
3. Respect the donors merchandise and home as not to damage either
4. Manages & oversees the truck log. Review log for accuracy at the end of the day.
5. Responsible for all planned inventory coming into the ReStore (each item on donation receipt must be accounted for). If scheduled items are not picked up, the reasons for not picking up the items must be documented on the log sheet (ex. – “Donor gave couch to a neighbor”, “desk was broken beyond repair”, etc.). The items should also be crossed off the truck log/inventory sheet for the day
  - Properly pack the box truck so that the merchandise is tied down, glass wrapped, parts/pieces are together to maximize the profit when items are brought into the store
6. Call donors when the truck is running late for a pick-up
7. Adhere to criteria for donated materials
8. Responsible to place donated items in proper areas of the ReStore. When truck is unloaded, merchandise is to be placed in the proper space (not dropped off at the door).
9. Report any additional stops made to the ReStore cashier or manager. Unexpected items which were not on the original donation form should be called into the ReStore, to allow staff time to arrange for placement on the sales floor.
10. Responsible for keeping truck well maintained and clean, minor repairs as needed
  - Assist with monthly thorough cleaning of truck to include power washing and interior cleaned out. Report to be turned in to the manager
  - Assist with the weekly truck check list – checking the oil, transmission fluid, tires and reporting any issues
11. Be a “Procurement Ambassador” – always alert to opportunities to gain donations for the ReStore.
12. Adhere to company vehicle policy
  - Be aware of and adhere to all traffic laws and Habitat’s policies regarding seat belts, texting, phone calls, etc.
  - Reports all property or vehicle damage to the manager. Also reports all traffic violations and/or other incidents to the manager.

13. Be willing to be cross-trained in all areas of the ReStore
14. Supervise and delegate task to ReStore volunteers and community service workers.
15. Perform other duties as assigned

### **Skills**

- Valid Florida Driver's License, good driving record (CDL, if required)
- Ability to lift 50+ lbs., stand, squat, bend, and climb in/out of truck on a regular basis
- Dependable, motivated, and good problem-solving skills
- Ability to relate well to a variety of people
- Excellent customer service skills, friendly and outgoing personality
- Interest in working with a fast-paced nonprofit making a difference in our community

### **Required Education & Training**

Valid Florida Driver's License, good driving record (CDL, if required)

### **Experience**

At least 1 year experience driving a box truck is mandatory

Must be 21 years of age or older

Knowledge of furniture moving techniques helpful

Retail, service, and/or moving experience helpful

### **Language Skills**

*Intermediate*-Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

*Intermediate Skill*-Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

*Intermediate Skill*-Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Disclaimer**

The above is intended to describe the general content of and requirements or the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Required drug screening and background check, this position does require periodic random re-screening in accordance with our drug free, vehicle and HR policies.

### **To Apply**

Apply in person at either of [our ReStore Locations](#) during store hours. Hours vary by location.

**Sanford Restore**- 1100 Americana Blvd, Sanford, FL

**Casselberry ReStore**- 345 Semoran Blvd, Casselberry, FL