

ReStore Driver

Reports to: ReStore Manager

Employee Status: Part-Time; 15-20 hours/week

Work Days: Flexible Scheduling; Tuesday, Thursday, Saturday

Job Overview:

The ReStore Driver is responsible for picking up donations from individual and corporate donors, assessing the donation's suitability, safely packing the merchandise in the ReStore truck, driving it back to the ReStore and unloading it. The ReStore Driver job also entails donation in-take at the store level. The ReStore Driver must act as a "Donation Ambassador" of the Habitat for Humanity ReStore by projecting a professional image in speech and demeanor while interacting with donors, customers, and volunteers.

Regular Responsibilities:

- Work with and coordinate pickup volunteers, and make their experience meaningful
- Safely and lawfully Drive 16' box truck to pick up donated goods
- Load and unload all donated materials
- Perform regular maintenance checks of HFH-WFC ReStore vehicles
- Complete required weekly and monthly vehicle checklists
- Evaluate donations for ReStore suitability
- Provide a Charitable Donation Receipt at the time of donation pick up
- Communicate with Assistant ReStore Manager regarding incoming donations
- Ensure the timely and organized donation flow at ReStore
- Maintain an effective working relationship with ReStore donors, staff, volunteers, and customers
- Clean and straighten ReStore vehicle and loading/processing areas as needed
- Navigate and use online scheduling calendar to book, accept, and edit pickups as needed
- Report to the ReStore Manager. When on the ReStore sales floor, take direction from the ReStore Assistant Manager.

Additional Responsibilities:

- Load scrap metal recycling into ReStore truck and deliver to scrapyard
- Load truck with hazardous waste material and drop off
- Sweep, shovel, salt sidewalks, and remove snow
- When on the sales floor:
 - Help organize and maintain a clean sales floor when not on pickups
 - Act as back-up for point-of-sale system and watching register
 - Help customers locate product, check out, and load items into their vehicles
 - Assist with opening and closing procedures

Requisite Skills and Qualifications:

- Self-motivated, reliable and enthusiastic
- Ability to prioritize work, think critically, and maintain a safe workspace.
- Ability to handle and defuse challenging situations with tact

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- Ability to work independently with limited oversight
- Ability to lead and supervise pickup volunteers, and ensure an excellent experience
- Must follow workplace safety protocols and practice safe lifting

Physical demands:

- Required to lift 50 pounds regularly and up to 100 pounds occasionally
- Will experience frequent lifting, bending, squatting, and repetitive motion
- Ability to spend majority of the day driving, standing, and moving heavy items
- This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, snow, etc.). Work may require using GPS, power drills, considerable standing, bending, kneeling, and reaching in awkward positions.

Position Requirements:

- High School Diploma or equivalent
- Valid driver's license and a 3-year clean driving record, which will be enforced and checked at random
- Ability to pass MN-DOT Physical Certification
- Strong communication skills
- Must be 21 years of age or older