

Newnan-Coweta Habitat for Humanity, Inc.

Position Title: Box Truck Driver (Donations Ambassador)

**EQUAL EMPLOYMENT
OPPORTUNITY**

Reports To: ReStore Manager and/or
Assistant ReStore Manager

Summary: Coordinates the intake and processing of items donated to the Habitat for Humanity ReStore. This includes assessing and picking up potential donations, and receiving and screening donations dropped off at the ReStore. Provides exceptional customer service to ReStore donors and customers, both in face-to-face interactions and answering questions via telephone. Leads and supervises volunteers assisting with donation pick-ups, loading and unloading donated items, and preparing items for the sales floor.

Responsibilities

- Maintains both Box Trucks, keeps logs accurately, and notifies ReStore Manager of items needing maintenance in a timely manner.
- Excellent communication and customer service skills required. Communicates clearly and tactfully with potential donors regarding their items. Able to make discretionary decisions to decline donations on occasion when they do not fulfill the guidelines given.
- Sets pickup schedules in such a way as to limit mileage and time spent on the road
- Picks up donations from donors, operates truck in a safe manner.
- Maintains record of donations via donation receipts
- Manages flow of merchandise from pick up through preparation in the donation bay
- Other tasks as assigned by the ReStore Manager
- Applicant is required to complete a drug test, physical and motor vehicle report upon offer of employment.
- A clean motor vehicle report, free of accidents and citations, must be maintained in order to remain in this position.

Requirements

- Valid driver's license and clean driving record
- Able to drive a 20 ft. box truck with a lift gate preferred but not required.
- Basic computer skills (mapping out each day's route).
- Able to understand and communicate the mission of Habitat for Humanity and the ReStore
- Non-profit and/or retail warehouse experience preferred
- Works well as part of a team and takes initiative to assist other team members as needed
- Enjoys working with the public and possesses excellent communication and customer service skills
- Organized, forward-thinking and detail-oriented

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- Able to manage in a fast-paced and ever-changing environment and maintain a positive, upbeat attitude
- Capable of bending, lifting at least 70 lbs., and working under a wide range of conditions including extreme temperatures daily

The ReStore Driver is expected to fulfill the duties outlined on page one of this job description, in addition to other duties as assigned by the ReStore Manager and/or Assistant ReStore Manager.

Salary, Schedule & Benefits

- Full and part time, non-exempt. Full time not to exceed 40 hours per week, part time not to exceed 25 hours per week with prior approval from the ReStore Manager and/or the Assistant ReStore Manager
- Salary range: \$16.00 - \$20.00 per hour, commensurate with experience
- Schedule: Tuesday through Saturday, from 10 am to 6 pm
Some evenings, if necessary
- Paid vacation (full/part time), personal days (full time), including paid holidays (full/part time) - Please refer to NCHFH Employee Handbook for more info.

Drug Free Workplace

NCHFH is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic Department of Motor Vehicle checks to ensure a clean driving record and valid driver's license, and drug and alcohol testing. We reserve the right to offer employment contingent upon successful completion of all checks and testing.

Equal Opportunity Policy

NCHFH is dedicated to a policy of equal opportunity in the workplace. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of NCHFH to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.