

JOB DESCRIPTION

ReStore Donations Driver (Residential/Commercial) Pikes Peak Habitat for Humanity, Colorado Springs (PPHFH)

Reports to: ReStore Donations Manager

Description: This position is responsible for the Pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and/or trailer, returning to the ReStore and unpacking merchandise from the truck and/or trailer.

Employee Status: Non-exempt, hourly at 40 hours per week.

Responsibilities:

1. General Duties

- Load and unload all donated materials
- Screen for product usability
- Communicating with Receiving/Donations Manager regarding incoming donations
- Occasionally supervising volunteers, making their experience on the truck meaningful and enjoyable
- Drive ReStore vehicles to pick-up and then deliver donated goods back to the ReStore
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers
- Operate forklift
- Answer telephone and provide ReStore information, directions, meeting the callers needs
- Manage requests from donors and produce daily pickup schedules
- Coordinate helper schedule
- Daily cleaning and straightening of ReStore vehicles, keeping them neat and clean
- Screen for product usability when donors call or bring in donations
- Supervisory position
- Other duties as assigned by Receiving/Donations Manager or designated Manager

2. Required Skills/Experience

- Knowledge of Habitat for Humanity ReStore's mission
- Must be a good listener and be able to engage in well-considered discussions
- Must be willing to understand the big picture of the HFH/ReStore ministry
- Must pass Criminal Background Check and Sexual Offender Check
- Ability to lift 75 pounds
- Ability to spend majority of the day out on pick-ups within the Colorado Springs area. Work may require climbing in and out of the ReStore truck, considerable standing, bending, kneeling and reaching in awkward and tiring positions
- High school diploma or equivalent
- Minimum of six months' work experience
- Must have a valid driver's license and maintain a good driving record