



JOB DESCRIPTION

<i>Title:</i> ReStore Associate - Driver	<i>Employment Status:</i> Full Time
<i>Department:</i> ReStore	<i>FLSA Status:</i> Non-Exempt
<i>Reports to:</i> Donations Manager	<i>Supervises:</i>

MISSION:

Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities and hope.

GENERAL DESCRIPTION:

This position is responsible for providing customer service to all customers and donors in the ReStore. This person also provides education and assistance to customers throughout the store and works to properly merchandise the store.

RESPONSIBILITIES:

- 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
- Other duties as assigned by Receiving/Donations Manager or designated Manager

Required Skills/Experience

- Knowledge of Pikes Peak Habitat for Humanity’s mission and vision.
- Has a clear understanding of the big picture of the ReStore and its part in the mission.
- Must pass a Criminal Background check and Sexual Offender check.
- Must be a good listener and able to engage customers in a friendly and helpful manner.
- High school diploma or general education degree (GED) required
- 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
- Valid driver’s license. With 2 years of experience driving delivery routes.

EQUAL EMPLOYMENT OPPORTUNITY:

It is Pikes Peak Habitat for Humanity's policy to comply with all applicable Equal Employment Opportunity laws by making all employment decisions without regard or consideration for any individual's gender, sex, pregnancy, race, color, national origin, ancestry, creed, religion, age, physical or mental disability, genetic information, marital status, sexual orientation, transgender status, military status, and any other basis protected by federal, state or local law.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals in this position will generally work indoors, and will have a workspace designated solely for him/her. Necessary office furnishings, equipment and supplies will be provided by Pikes Peak Habitat. While performing the duties of this job, the employee may periodically be required to work outdoors and would be exposed to weather conditions prevalent at the time. The employee may periodically be required to work in an offsite environment or at special events, and from time-to-time may be asked to travel on Pikes Peak Habitat business, at the affiliate's expense. The noise level in the work environment is usually moderate.

JOB STATUS:

- 1) FLSA Classification: This position is non-exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is eligible to receive overtime pay.
- 2) Full- or Part-Time: This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week.

Apply at pikespeakhabitat.org/employment

No telephone calls