

## ReStore Truck Driver and Warehouse Associate Job Description



**Organization Overview:** The ReStore mission is to generate revenue through the sale of donated building materials and household items, thereby providing support for both the operating budget and the HFH mission to build safe and affordable housing for people in need. Through its efforts, the ReStore facilitates recycling, minimizes waste, provides low-cost home improvement items, and increases Habitat's visibility in our community. All employees are expected to be engaged in the mission while on the job. In their everyday life, employees are requested to demonstrate a positive, ethical reflection of the HFH mission.

**Reports to:** Manager on Duty

**Employment Status:** Part time, entry-level position up to 25 hours per week, more hours available depending on sales figures

**Pay Range:** \$11.00 - \$13.00 per hour

**Position Summary:** This position is responsible for delivery of exceptional customer service, receiving and processing donated merchandise, arranging, cleaning, and organizing merchandise in the store, answering the phone, and operating the cash register. This position focuses on maintain the warehouses and moving donations from the warehouse to the sales floor. This position is also responsible for picking up merchandise from donors using the company truck, following all federal and state vehicle and road safety regulations and laws, and answering phones as needed.

**Education and Experience:** High school diploma or equivalent required. Six month of previous work experience preferred.

**Position Requirements:** Must be self-motivated, collaborative, reliable and enthusiastic. Must possess excellent communication and conflict resolution skills, and the ability to handle and defuse challenging situations with tact. Must be committed to maintaining a safe working environment. Knowledge and experience with retail operations including operating a cash register, counting change, and use of basic office equipment is preferred. Valid driver's license and reliable transportation. Must be able to pass a background and sex offender check. Chauffeurs license required or applicant must be willing to work towards this in the first 30 days of employment.

### Primary Duties:

- Coordinate the pick-up of merchandise from donors, safely pack the merchandise in the truck and/or trailer, return to the ReStore, and unload the truck;
- Perform weekly inspections of the ReStore truck and communicate the need for service or safety concerns to management;
- Adhere to the State of Michigan road laws;
- Notify management of any changes in your driving privileges;
- Take care with donations and donor belongings, leave worksites neat, and use best practices in safety precautions;

- Keep donations organized and inventoried at our office site storage facility;
- Answer customer questions regarding the ReStore in general and specific items;
- Communicate with the Manager on duty regarding incoming donations;
- Evaluate condition and acceptability of incoming donations;
- Load, move, and unload merchandise and donated materials;
- Guard against theft and unsafe practices such as clutter, tripping hazards, falling objects, etc.;
- Daily cleaning and straightening of the ReStore to keep it safe, neat, and clean;
- Continually improve overall appearance of our facility and maximize efficiency;
- Assisting with cashier duties as needed;
- Other duties as assigned.

**Working Conditions:**

- Include exposure to the elements such as rain, snow, and seasonal weather including extreme cold and extreme heat;
- Standing and walking on a concrete floor for duration of shift;
- Lifting up to 75 pounds;
- Bending, kneeling, squatting, twisting, reaching, and carrying merchandise;
- Climbing ladders.

Please email resume to [melissa@habtiatcheboygan.org](mailto:melissa@habtiatcheboygan.org).

*It should be understood that mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Cheboygan County Habitat for Humanity.*