

REPORTS TO: RESTORE MANAGER

SUMMARY:

Greater Matthews Habitat for Humanity has an immediate opening for a ReStore Truck Driver. This person will serve as an associate of the ReStore is responsible donation processing, customer service, retail floor stocking, and retrieval of external donations via the ReStore Truck. **This role's primary responsibility will be to serve as a driver of our ReStore truck responsible for furniture pick up.** This requires the ability to lift more than 50 lbs without assistance and safe lifting/moving of furniture throughout the day. ***Deadline to apply is July 15, 2020. No phone calls please. Candidate must pass background check and drug screening.***

ESSENTIAL JOB FUNCTIONS:

The employee must be able to perform the following job functions:

- Perform all duties with a positive attitude
- Understand policies and procedures for accepting donations including safety, quality standards and proper customer service protocol
- Ensure that movement of merchandise is done in a safe and effective manner
- Keeps all areas, in and around the ReStore, clear and free of safety hazards
- Ask for assistance from fellow team members to move or transport larger or heavier-than-average items
- Facilitate schedule and mapping of pick-ups/deliveries
- Operate ReStore Small Box Truck (No CDL required) to retrieve external donations
- Facilitate evaluation of and receipt of onsite donations
- Collect customer data, on receipts/other documents, as required by ReStore Manager
- Provide objective and respectful responses, at all times, including when declining items for donation to Greater Matthews Habitat for Humanity.
- Cross trains and fills in as necessary in the ReStore, assisting customers, working on the register, answering phones, scheduling pickups, etc.
- Safety inspections, as designated by the ReStore Manager, must be completed before using equipment, every operating day. Inform management, immediately, of any problems
- Answers ReStore telephone calls during business hours, assisting with inquiries and screening donations
- Perform receiving, sales floor and customer service duties
- Retrieval and loading of donated items

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 regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear. Responsibilities may require ability to lift 100+ pounds, using proper safety equipment. Work may require climbing ladders, considerable standing, bending, kneeling and reaching, in awkward and tiring positions, especially at outreach events. Operation of equipment may be required at any time.

QUALIFICATIONS AND SKILLS:

- High school diploma required
- Be an ambassador of the Habitat Program
- Excellent interpersonal communication skills
- Provides superb customer service
- Strong organizational skills
- Ability to effectively prioritize by locating available tie appropriately manage time constraints
- Effective multi-tasking skills for a dynamic environment
- Conflict negotiation skills
- Knowledge and adherence to all traffic laws and regulations
- General knowledge of operation and maintenance of ReStore equipment
- Ability to lift and move large, heavy objects, with appropriate safety equipment on a continual basis, throughout the work day
- Schedule Flexibility
- Ensure that you, all volunteers, and staff are wearing safety belts, following safe working conditions guidelines when lifting/moving items
- Attempt to quickly resolve any customer service/other issues that may arise. Immediately report issues requiring escalation to Management or designee
- Other duties as assigned by the ReStore Manager

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in both indoors and outdoors environment. Off-site public relations events may include confined spaces with public access. The noise level in the work environment is usually moderate to loud.

FULL-TIME. \$12-\$14 per hour DOE. **Standard work days: Monday through Saturday 9:00 AM - 5:00 PM.** Final schedule determined and adjusted by ReStore Manager, on an ongoing basis. Additional available benefits include health insurance, dental, vision, Short-term & long-term disability, and life insurance. Flex spending is also available. Paid time off for holidays and two weeks vacation.

To apply, please send resume and completed application to mail@habitatmatthews.org. Deadline to apply is July 15, 2020. No phone calls please.