

Job Title: Part-Time ReStore Driver/Warehouse Assistant

Reports to: Store Manager



Overview:

Represent the Habitat brand through courteous interactions with potential donors and customers to support our mission & support ReStore operations. Pickup and unload donations and make deliveries for the ReStore in a timely, efficient and courteous manner. Work with warehouse supervisor to ensure donations are placed and ready for processing. Maintain our trucks and equipment to optimum condition.

Specific Duties:

- 1) Ensure timely and efficient movement of donations to deliver fast and quality service.
- 2) Communicate status of pickups or delivery to customers, dispatcher, and warehouse supervisor as needed to ensure great customer service.
- 3) Check delivery schedules, organize and plan trips for best mileage and use of time.
- 4) Record and maintain donation receipt pick-up slips and turn in paperwork daily.
- 5) Load and unload merchandise from truck or trailers.
- 6) Assist Warehouse Supervisor in maintaining efficient operations by:
 - a) Clearing the main aisles to the pricing area.
 - b) Keeping aisles in the warehouse neat and orderly when unloading.
 - c) Putting incoming donations from receiving docks in the proper location.
 - d) Moving priced items to the showroom floor.
 - e) Adhering to the ReStore's recycling efforts.
 - f) Assisting customers and donors in loading and unloading merchandise.
 - g) Cleaning around the dumpster or backyard of debris.
 - h) Utilizing and storing of dollies or carts for safe transport of donations.
 - i) Clearing out auxiliary storage units.
- 7) Schedule maintenance for all ReStore vehicles. Report any deficiencies to Store Manager.
- 8) Complete truck inspections: Check fluids, tires, for all vehicles and report to Store manager.
- 9) Clean/wash truck as needed.
- 10) Complete safety audits and make Safety a priority.

Training/Qualifications

- Must be professional in appearance and a good ambassador of the Habitat brand.
- Friendly, personable
- Able to do heavy lifting up to 70 pounds
- Able to drive forklift (training will be provided)
- Must have a current Florida State driver's license
- No vehicle infractions in the previous 3 years
- Must demonstrate safety awareness in vehicles and use of equipment.
- Team Player able to help in warehouse and sales floor as needed.

Requirements:

This individual must have a strong commitment and calling to Habitat, its mission, and Christian principles. This candidate must be willing to accept other duties as assigned by the ReStore Manager.

This notice is written pursuant to the Equal Employment Opportunity Order at Executive Order 11246, as amended, and the implementing regulations at 41 CFR 60. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.