



Pick-up Delivery Driver

Position Summary

The Pick-up Delivery Driver is responsible for making donation pick-ups with the ReStore truck as well as accepting donation deliveries at the ReStore warehouse. This position is the primary face of Habitat and the ReStore to the customer and thus requires a significant customer service focus.

Working hours: Part-time, 20 hours/week

Key Areas of Responsibility:

- Load and unload all donated materials.
- Screen for product usability
- Communicating with ReStore Manager and Contribution Coordinator regarding incoming donations.
- Occasionally supervising volunteers, making their experience meaningful.
- Drive LAHFH vehicles to pick-up and deliver donated goods.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Operate cash register to document sale of merchandise. Refers to established pricing schedules and office records to verify pricing.
- Process cash, credit card and check transactions, following established procedures for each type of sale.
- Become certified in forklift operation; operate forklift.
- Move product from warehouse to sales floor.
- Maintain warehouse in clean and orderly manner.
- Answer the telephone and provide ReStore information, directions, meeting the caller's needs.
- Daily cleaning and straightening of ReStore drive-thru, keeping it neat and clean.
- Digitally input donor information into data base daily
- Screen for product usability when donors call or bring in donations.
- Direct pricing and operations to ReStore Manager.

Other Duties

- Other duties as assigned by the ReStore Manager

Knowledge, Skills, Abilities, and Personal Characteristics

- Knowledge and experience in retail sales.
- Strong communication skills.

- Self-motivated, reliable, and enthusiastic. Enjoys working with a wide variety of people in many different situations.
- Ability to take initiative and demonstrate leadership skills with a team attitude.
- Ability to prioritize work, to think critically, and keep a safe workspace.
- Ability to handle and diffuse challenging situations with tact.
- Must be a good listener and be able to engage in well-considered discussions.
- Ability to operate a cash register, office equipment, and accurately make change.
- Ability to use MS Office products such as MSWORD and Excel, and other software applications as needed.

Required Qualifications:

- Minimum of 1 year of driving experience
- Must have a valid driver's license and maintain a good driving record.
- High school or equivalent
- Must pass Criminal Background Check and Sexual Offender Check.
- Ability to lift 75 pounds.
- Ability to spend majority of the day standing or moving about the ReStore (retail/warehouse environment). Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.