

JOB DESCRIPTION

Job Title:	Truck Driver	FLSA status:	Hourly, Non-Exempt
Department:	ReStore	Reports to:	Store Manager
Location:	Northside ReStore	Travel Required:	None
Salary Range:		Position Type:	

Job Description

JOB PURPOSE:

This position's primary responsibility is picking up donated items for the two Richmond area ReStores. They will serve as an ambassador for the Habitat for Humanity brand in the community at large. The Truck Driver position is critical to the success of the ReStore, as they interact with our customers, donors, and volunteers on a daily basis. In addition to picking up donations, the ReStore Truck Driver will also provide exemplary customer service when working in the store. They will be asked to direct and assist in-store volunteers; load and unload trucks; clean and price incoming items; assist with store projects; and perform general upkeep and maintenance.

ESSENTIAL JOB FUNCTIONS:

When working on the truck:

- Transport donations safely from businesses and individuals' homes to the ReStore and protect company and donor property
- Provide the best experience possible to all donors, while connecting the donation back to Habitat's mission
- Use good judgment to assess the quality and acceptability of incoming donations
- Communicate with the Donations Coordinator if there are any discrepancies or schedule changes
- Maintain vehicles and equipment and complete all required logs, receipt paperwork, etc.

When working in store:

- Prioritize work in the warehouse and sales floor; provide customer assistance (loading, unloading, answering questions, etc.)
- Provide the highest level of customer service possible at all times
- Respond promptly to staff questions or requests to ensure positive customer experience
- Evaluate and sanitize incoming merchandise; maintain a clean, organized, and safe work space
- Place merchandise in a visually appealing and orderly fashion on the sales floor
- Work with store management to lead volunteers

KNOWLEDGE/SKILLS/ABILITIES

- Belief in Habitat for Humanity's global mission, principles, and structure
- Excellent communication skills, positive attitude, respectful and accepting of everyone
- Team player, hard worker, self-starter
- Ability to work a rotating schedule to include Saturdays
- Ability to lift and carry up to 100 lbs.

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- Ability to climb ladders up to 20'
- Ability to sit or stand for prolonged periods of time
- Ability to work in inclement weather, including extreme heat, cold, humid conditions

MINIMUM EDUCATION / EXPERIENCE REQUIREMENTS:

- High school diploma or GED
- A minimum of 5 years driving experience
- A valid driver's license with an acceptable driving record

Reviewed By:		Date:	
Approved By:		Date:	
Employee Signature:		Date:	