

**Habitat for Humanity Cabarrus County**  
**ReStore Truck Driver**

Job Title: ReStore Driver /Warehouse Associate

Reports To: ReStore Assistant Manager (Direct) and General Manager (Indirect)

Supervises: N/A

Status: Part-time

Schedule: Varies – Saturday hours required (generally every other)

**GENERAL FUNCTION:**

Reporting to the Assistant Manager, the Truck Driver is responsible for picking up donations and ensuring delivery to the ReStore. Also responsible for providing excellent customer service when interacting with donors.

**ESSENTIAL DUTIES:**

- Drive company trucks within the standards of driving rules to donor locations to pick-up donations, transport, and deliver them to ReStore
- Operate 2- and 4-wheel dollies and associated moving equipment to collect and deliver oversized pieces of furniture and equipment
- Interact with donors in a courteous and respectful manner to coordinate delivery and pick up, provide them receipt records and assess donations on pick-up to ensure they are within the ReStore acceptable items and document rejected items
- Unload trucks at warehouse and handle donations with care
- Maintain sense of urgency when performing job tasks to prevent backups and chaos in the delivery area
- Keep work area in an orderly manner and maintain cleanliness and proper usage of company equipment
- Perform the functions of the role with in the established ReStore standards and guidelines as well as within OSHA safety standards and procedures
- Maintaining truck service and licenses as well as inspections for proper on road operations
- Attend company and department meetings as required
- Work effectively in a team-based environment by communicating with co-workers, volunteers and management in a productive way
- Comply and abide by all Habitat for Humanity Cabarrus County and Habitat International policies and procedures where applicable
- Perform the functions of the role with in the established ReStore standards and guidelines including following merchandising, space, cleanliness and safety standards
- Provide guidance and direction to Community Service volunteers in warehouse and retail area
- Forklift Operation (training/certification required)
- Assist warehouse coordinator in moving furniture/large items to sales floor as needed
- Perform the duties of the Warehouse Associate as needed or requested

**QUALIFICATIONS**

- Valid Driver's License, clean driving record and working knowledge of applicable driving laws
- Previous experience in a driving/delivery capacity
- Commitment to the mission and values of Habitat for Humanity Cabarrus County
- High School diploma or equivalent, preferred
- Strong customer services skills the ability to defuse challenging situations with tact
- Attention to detail and ability to think on your feet
- Self-starter with a positive and pro-active approach
- Multi-tasking and practical problem solving capabilities

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- Ability to remain calm in stressful situations
- Ability and willingness to lift up to 100+ pounds on a regular basis
- Effective interpersonal skills with in a diverse environment and good listening skills with the ability to empathize with others

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The majority of the work is done in a warehouse environment and in a Commercial Box truck.

Must be able to:

- Stand or walk for the majority of a work day, including working on uneven surfaces
- Apply physical mobility, including reaching, lifting, holding, pushing and pulling, carrying, bending, climbing stairs and ladders, kneeling, arm and leg extension
- Regularly lift 100+ pounds, with assistance
- Maneuver within the warehouse area
- Regularly work in dirty or unclean work areas
- Handle noisy work areas
- Operate company equipment