

Truck Donations Associate

Job Title: Truck Donations Ambassador

Reports to: Senior Truck Driver, Donations Supervisor

Works Collaboratively with: Truck Driver

About Habitat ReStore: ReStore is a home goods resale store that accepts donations and sells home goods to the public at a fraction of the retail price. Proceeds of items sold at ReStore directly support the mission of Habitat; to build safe, decent and financially sustainable housing.

Job Summary: Assists truck driver in managing donor experience from pick up of items, to tax receipt. Provides positive experience that encourages donors to reschedule. Ensure items are acceptable as per HFHDC standards. Ensures safety protocols and procedures are followed. Manages truck adherence to assigned pick up schedule. Communicates any schedule changes or adjustments with Customer Service & Reach Supervisor. Assist in removal of items from truck once at store loading dock. Maintain truck.

Responsibilities:

Volunteers: Work with volunteers to successfully load and unload donations at loading dock, or on truck when applicable, maintain positive and safe working environment.

Staff: Work with Truck Driver to maintain timely pick up schedule, maintain safe and positive working environment

Truck: Load and unload donated materials, Screen for product usability, Operate heavy machinery, Keep ReStore Truck clean and sanitary, ensure safety procedures are followed on truck and at donation locations

Required Education, Experience, Knowledge and Skills:

Understand Habitat Mission

Must be professional in appearance and good ambassador of the Habitat brand. pressure

Ability to prioritize tasks

Ability to work well and communicate effectively with individuals from diverse backgrounds

Ability to establish, foster and maintain effective working relationships with staff, volunteers and the public.

Ability to work weekends and evenings when needed

Ability to do heavy lifting up to 75 lbs

High School Diploma or GED

Must have ability to pass Criminal Background Check

Physical Requirements:

- Ability to stand for extended periods of time, to move and handle boxes of merchandise, furniture, and fixtures over varied terrain including stairs and through doorways, entails lifting at least 75-100 pounds assisted
- Ability to work varied hours/days, including nights and weekends, as needed

Benefits

Offered: Health Care Plan, Paid Time Off, Paid Holidays

Available: AFLAC, Dental Plan Coverage

Rate of Pay: Starting at \$16.50

Note: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. All employees may have other duties as assigned at any time. This company is an at will employer and allowed by NYS law. This means that regardless of any provision in this application, if hired, the company may terminate the employment relationship at any time for any reason with or without cause.