



## Position Description

<b>Position:</b>	Driver assistant/ReStore associate
<b>Reports To:</b>	Donation procurement Coordinator/ReStore Director
<b>Status:</b>	Hourly
<b>Rate:</b>	\$17.00

### Position Purpose and Summary

This is a full-time position, 40 hrs. per week, working 4 ten-hour days. The Driver Assistant will be cross trained in all aspects of running and scheduling pick-ups. As well as multiple aspects of ReStore operations, including, but not limited to, receiving donations, working with volunteers, stocking shelves, customer relations, and implementing ReStore donation and safety policies and procedures. As a representative of Habitat for Humanity of Central Lane and the ReStore, the Associate must perform in a professional and courteous manner.

### Primary Duties and Responsibilities

- Ability to safely drive a 16 ft. box truck (CDL not required)
- Learn donation criteria and physically assist donors making donations
- Correctly and accurately fill out donation receipts
- Accompany and assist donation pick-up driver, as needed
- Ability to read and follow mapped route
- Working with volunteers
- Follow all ReStore policies and procedures
- Answer phones and direct customers/donors appropriately
- Price, clean, and test donations
- Merchandize and help stock store shelves
- Other duties as assigned

### Qualifications/Requirements

- Desire to help the Habitat ReStore with its purpose of providing funds to further Habitat for Humanity of Central Lane's mission of affordable homeownership and home repair in addition to supporting its operations and building programs
- Demonstrate friendly and helpful attitude
- Demonstrate attention to detail and accuracy
- Excellent communication skills
- Professional customer service skills – for example, a friendly, helpful attitude.
- Actively exhibit Habitat's core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, valuing, and welcoming of cultural differences regardless of

age, disability, gender, gender identity, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran status, nationality, language, origin, or employment status.

- Possess valid driver's license and have good driving record.
- Must pass sexual offender registry check.

### **Knowledge, Skills, and Abilities**

- Work as a member of a team
- Communicate policies and procedures clearly to volunteers/staff, donors and customers
- Follow written and oral instructions accurately
- Use Microsoft Word, Excel, and Outlook
- Forklift operation, helpful but not required
- Ability to understand and support the Habitat ReStore's commitment to providing affordable home improvement supplies, and diverting usable materials from landfills
- Bi-lingual, preferred not required
- Ability to:
  - Maneuver/position/lift up to 40 lbs. regularly
  - Bend, stoop, stretch and perform repetitive tasks regularly
  - Stand for long periods of time

### **Responsibility and Supervision**

Perform duties under general supervision of the Donation Procurement Coordinator/ReStore Director. Use judgment in making choices and taking action on various tasks guided by agency policies and procedures. Independent judgment may be required in making decisions pertaining to the health and safety of volunteers, staff, and the protection of the equipment and facilities.

### **Physical Demands**

- Ability to safely maneuver/position/lift up to 40 lbs. on a regular and repeated basis.
- Ability to safely maneuver/position/lift more than 40 lbs. using proper tools and equipment
- Ability to stand for long periods.

### **Working Conditions/Work Environment**

Performs duties, both indoors and out, in a wide variety of weather conditions. Regular exposure to noise, dust, heat, cold, etc. Works full-time, day shifts based on the ReStore hours of operations.

### **Benefits**

- Employer Sponsored Healthcare Plan, with employee contribution.
- Dental Plan available at employee cost.
- Vacation (Accrued) Years 1-3 two weeks, 4-7 three weeks, over seven 4 weeks, accrual starts on first day of work.
- Sick leave, 52 hours a year awarded on January 1<sup>st</sup>. Employee will receive prorated amount for first year based on hire date.
- Holidays (Paid) 11, New Years Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving two paid days, Christmas two paid days.

### **Equal Employment Opportunity**

Habitat for Humanity of Central Lane embraces diversity. We encourage and welcome women, minority, veterans, and people with disabilities.

All qualified applicants will receive consideration for employment without regard to age, disability, gender, gender identity, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran status, nationality, language, origin, or employment status.

Habitat for Humanity of Central Lane is an equal opportunity employer (EEO) and follows non-discriminatory practices.

Position is "Hourly, non-exempt"