



Position: ReStore Donor Ambassador/Delivery Driver – Part-Time

Reports To: ReStore Manager

PRIMARY DUTIES AND RESPONSIBILITIES:

- Pick-up and deliver donations using Habitat for Humanity vehicles, including a box truck, pick-up truck and van
- Complete all receiving paperwork, giving a copy to the donor and the other to the front desk
- Pick-up and drop off volunteers from the K-pep program
- Assist in keeping vehicles well maintained and clean, minor repairs as needed
- Keep a detailed log of mileage and maintenance performed on vehicles
- Assist in developing and adhering to criteria for donated materials
- Assist in developing driving and warehouse safety standards, and communicate and train volunteers in these practices
- Help maintain organization and cleanliness of the ReStore
- Assist customers shopping in the ReStore
- Follow all ReStore policies and procedures
- Work with other employees to complete tasks
- Assist with deconstructions
- Other duties as assigned

REQUIRED SKILLS AND PHYSICAL REQUIREMENTS

- Valid Michigan Driver's License and Chauffer's License, with a good driving record
- Ability to lift up to 100 pounds
- Must be able to stand, squat, bend and climb in/out of truck on a regular basis
- Able to safely move heavy donations using dollies and other provided tools
- Capable of performing outside duties under all weather conditions



- Knowledge of furniture and appliance moving techniques
- Knowledge of building materials
- Dependable, motivated and good problem-solving skills
- Must have excellent time-management skills
- Excellent customer service skills, friendly and outgoing personality
- Interest in working with a fast-paced non-profit making a difference in our community
- Have a “customer first” mindset

EDUCATION/EXPERIENCE:

High School Diploma and 2 years’ experience

LICENSES:

A chauffer’s license is required, and ability to operate a fork lift is recommended.