Habitat for Humanity | ReStore

Donation Truck / Warehouse Associate

Title: Donation Truck / Warehouse Associate
Employment Status: Pt / Ft Time – 36 hours; Tuesday - Saturday
FLSA: Non-Exempt
Starting Pay: $13.00 per hour
Supervisor: ReStore Manager / Warehouse Supervisor

Summary: This position is responsible for picking up merchandise from donors, safely loading and packing it in the ReStore truck, returning it to the ReStore, and unloading it. It also includes duties in the ReStore warehouse when the truck is not on the road.

Responsibilities:

General Duties

- Assist on and occasionally drive, if permitted, the ReStore truck to pick up donated goods.
- Assist in performing a weekly inspection of the truck to ensure all is in working order and to advise management of any item(s) requiring attention. This action requires two individuals.
- Keep the truck, the cab, the cargo compartment, and the exterior clean.
- To pick up donated merchandise from homes and/or businesses as directed and be able to decline items that we cannot accept tactfully.
- **Learn the list of items that can and cannot be accepted; understand why we do not accept those items.**
- To provide each donor with a donation receipt and return a copy to the ReStore Manager.
- To ensure that all goods transported are safely secured to minimize damage in transit.
- To ensure ALL items scheduled for pick-up are brought directly to the ReStore and not diverted elsewhere.
- Load and unload all donated items.
- Screen all products for usability.
- Pricing merchandise according to age, quality, and condition; asking the manager for guidance when needed.
- Ensure pricing tags are written in a clear and detailed manner with a marker.
- Attach pricing tags with proper placement on furniture.
- Communicating with the ReStore Manager regarding incoming donations.
- Occasionally supervising volunteers, making their experience meaningful.
- Maintain an effective working relationship with staff, volunteers, and customers.
- Daily cleaning and straightening of ReStore, interior, and exterior (including the dock), keeping it neat and clean. This includes the parking lot and grass area around and in the front of the building.
- Direct pricing questions and operations concerning acceptable donations to the ReStore Manager.

Other Duties as Assigned by the ReStore Manager / Warehouse Supervisor
Required Skills / Experience

- Knowledge and experience in retail sales.
- Team building is a real plus.
- Must be a good listener and be able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on the same as the need arises.
- Must be willing to understand the big picture of the SHFH ministry and know that ReStore is only a part of the larger goal.
- Work is performed in a retail/warehouse environment.
- Ability to lift 50 pounds and 75 pounds or more with assistance.
- Ability to utilize tools, equipment, and machinery to lift and move items solo or in tandem (this includes floor dollies, hand trucks, pallet jacks, etc.).
- Ability to spend most of the day standing or moving about ReStore. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Ability to work at a fast pace with efficiency.
- Mechanical knowledge, general repair experience, and ability to work around electricity safely.
- High school diploma or equivalent.
- Previous experience preferred.
- Must have a valid South Carolina driver's license and a good driving record.
- Must have reliable transportation to work.

Pre-Employment Requirements

Employment is contingent upon successful completion of a criminal background check, sex offender registry check, drug screening, employment verification, and other job-related screenings as permitted by law.

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