



Truck Driver/Donation Collector

Title: Truck Driver/Donation Collector

Employment Status: Part-Time

Supervisor: ReStore Manager / Warehouse Supervisor

FLSA: Non-Exempt

Summary: This position is responsible for the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck, returning to the ReStore and unpacking merchandise. It also includes duties in the ReStore warehouse when the truck is not on the road.

Responsibilities:

General Duties

- To perform a weekly inspection of the truck to ensure all is in working order and to advise management of any item(s) requiring attention.
- To pick up donated merchandise from homes and/or businesses as directed and be able to tactfully decline items that we cannot accept.
- **Learn the list of items that can and cannot be accepted; understand the reasons as to why we do not accept those items.**
- To provide each donor with a donation receipt and returning copy to 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 for product usability.
- Communicating with ReStore Manager regarding incoming donations.
- Occasionally supervising volunteers, making their experience meaningful.
- Drive and or assist on SHFH vehicles to pick-up donated goods.
- Maintain an effective working relationship with ReStore staff, volunteers, and ReStore customers.
- Answer telephone and provide ReStore information, directions, meeting the caller's needs.
- Daily cleaning and straightening of ReStore, interior and exterior, keeping it neat and clean. This includes the entire property.
- Screen for product usability when donors call or bring in donations.
- Direct pricing and operations to ReStore Manager.

Other Duties as Assigned by the ReStore Manager / Warehouse Supervisor

Required Skills / Experience

- Knowledge and experience in retail sales.
- Team building 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 same as 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 majority 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 good driving record.
- Must have reliable transportation to work.
- Must pass Criminal Background Check, Sexual Offender Check, and Driving Record Check.

To Apply: Visit the Sumter Habitat for Humanity ReStore located at 812 S. Guignard Drive, Sumter, SC 29150. The ReStore is open Tuesday – Friday 10:00am – 6:00pm, Saturday 9:00am – 3:00pm. Ask an associate at the front counter for the application. You may complete the application on site or take it with you to complete and return. Applications will be accepted and reviewed on a rolling timeline until the position is filled.

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