Genesee County Habitat for Humanity
ReStore Donation Truck Driver

Reports to: ReStore Manager

Job Description: Responsible driving the ReStore vehicle to pick up merchandise” assisting the ReStore Director in seeing that all items are priced and organized; assist in pickups and acceptance of donations; assist customers in movement of merchandise for inspection and/or purchase; ability to handle the cash register system; and able to communicate with customers; organization and oversee with Community Partners; responsible for Habitat recycling efforts and partnerships.

Job Duties:

1. Assist in offloading and arrival of donations. Assure that all donations received at the dock go directly to receiving area out of customer access.
2. Check all receipts for donations that are being loaded or dropped off.
3. Keeping overhead door closed at all times, unless an item is being donated or picked up. Preventing customers from parking in the non-parking area.
4. Work in collaboration with community service volunteers in completion of work assignments.
5. Assist in maintaining a safe work environment.
6. Other duties as assigned by management.

Critical Performance Outcomes:

- Clean driving record and valid driver’s license.
- Ability to lift 50 pounds by yourself daily.
- Timely movement of donations off trucks and from receiving area to the sales floor for customer purchase.
- Productive use of volunteers.
- Maintaining a safe and orderly environment for customers, staff, & volunteers.
- Maintain partnerships with community agencies in regard to recycling efforts.
- A portion of your time will be designated toward our recycling efforts.
- Maintaining organization, cleanliness, and product distribution of ReStore bays.

Ideal Candidate Will Possess:

- High School Diploma
- 6 months experience in a retail/warehouse setting
- Excellent organizational and customer service skills
- Basic math and computer skills
- Follows direction well and team oriented

Please send resume and cover letter to operations@geneseehabitat.org