

## **Donation Pick-up Driver / Warehouse Associate**

**Hours:** 40 hours per week, Tuesday – Saturday, 8:30 a.m. – 5:00 p.m.

**Reports to:** Store Managers

### **THE ORGANIZATION**

Solano-Napa Habitat for Humanity, Inc. (SNHFI) is one of 1,200 nationwide affiliates of Habitat for Humanity International (HFHI). It is an IRS-designated 501c (3) California non-profit corporation which serves both Napa and Solano Counties of the Bay Area in northern California.

### **Position Description**

The Driver / Warehouse Associate works under the direction of the store managers, and driving the ReStore truck to pick up and deliver donations/materials for the ReStore, as well as assisting in the warehouse. The Driver plays an important part in achieving the mission of the ReStore, which is to provide a long-term, stable funding source for our Habitat for Humanity affiliate, as well as reducing solid waste disposal, and offering a resource for community members to purchase inexpensive merchandise.

### **Responsibilities**

- Reads and understands Operation, Procedure and Policy manuals. Offers suggestions for improvements
- Follows policies & procedures established for the effective, efficient and safe operation of the ReStore
- Picks up donations on a scheduled basis, within Solano and Napa Counties
- Coordinates donation pickups with Donations Scheduler and Managers
- Ensures that contributors receive receipts for their contributions
- Interacts with customers / donors and answers questions related to donations in a polite and tactful manner
- Ensures materials are picked up from donors on a regularly scheduled basis
- Ensures donations fit within the ReStore guidelines of acceptable donations
- Ensures box truck and equipment is kept clean and maintained
- Has the ability to load and pack the box truck to prevent damage to donations
- Completes warehouse projects as assigned by Warehouse Manager
- Assists warehouse with receiving and processing donations at ReStore
- Assists with preparing merchandise for the store floor and removal / loading of sold merchandise
- Assists with customer service and merchandising
- Adheres to occupational safety guidelines as well as COVID-19 safety guidelines

### **Working Conditions**

The employee must be able to stand for extended periods of time on different floor surfaces. Must be able to lift and move 50 pounds, including large appliances like Sub-zero and Viking with proper equipment.

### **Knowledge, Skills and Abilities** – must possess and exercise all of the following:

- Good verbal and written communication skills
- Excellent problem-solving skills
- Excellent negotiating skills
- Effective interpersonal skills working with volunteers and staff
- Exceptional diplomacy and tact when working with donors, customers, volunteers, and fellow staff members
- Ability to drive a box truck
- Ability to operate a forklift or to become certified
- Ability to work effectively as a team member
- Honesty and trustworthiness in all things
- Reliability

### **Education and Training**

High school diploma or GED. Some knowledge of construction practices is helpful. Minimum of 3 years of related experience required. A valid driver's license and vehicle insurance is required. A clean driving record, criminal background and drug test is required. Need to be a certified forklift operator or able to become certified.