

## **POSITION: Part-Time Donations Driver (16-20 Hours Per Week)**

### **POSITION OVERVIEW**

Drive to scheduled pickup locations in Talbot, Kent, Queen Anne, Caroline & Dorchester Counties and safely and efficiently load acceptable items with the assistance of crew members, leaving donors with a positive attitude toward our organization. Donated items are then returned to the ReStore and unloaded for processing and placement in the store showroom.

The ReStore is a retail business that sells donated building materials, furniture, and appliances at discounted prices to generate revenue to support Habitat for Humanity Choptank in its mission to build homes, community and hope in Dorchester & Talbot Counties. **The position reports to the Warehouse and Assistant Warehouse Managers.**

### **CORE RESPONSIBILITIES & DUTIES**

#### **Donation Processing**

- Evaluate the potential donation items to determine those items that we can safely accept and resell and politely explain to donors, items that we cannot accept due to their condition, safety, or our store policy.
- Sort and safely load donations onto the truck for delivery to the ReStore location.

#### **Customer Service**

- Act as an ambassador of the ReStore while interacting with donors.
- Leave notes for donors who are not available for pick-ups.
- Show appreciation for donors supporting Habitat for Humanity's mission.

#### **Truck Crew**

- Ensure the cleanliness and safety of the trucks.
- Maintain safety on the truck and ReStore equipment.
- Assist with loading and unloading of donated items.
- Use time management to maintain an efficient schedule for all donation pick-ups.

#### **Volunteer Supervision**

- Assist the Warehouse Manager and the Assistant Manager in ensuring that work is organized and there is a plan for the use of truck volunteers daily.
- Provide feedback on volunteer performance to the Warehouse Manager.

#### **Other Duties as Assigned by the Warehouse Processing Manager**

- When no donation pickups are scheduled:
  - assist in organizing the processing area, cleaning/repairing/refurbishing/repurposing/upcycling items and then moving items from the processing area to the showroom floor.
  - Assist sales floor team in helping customers load purchased merchandise into their vehicles.

## REQUIREMENTS

- Candidate must be 21 years of age with a high school diploma or GED.
- One year of related experience or driving experience preferred with a clean driving record. Candidates will need to get a DOT Medical Card (paid for by Habitat Choptank).
- Must be goal-driven, results-oriented and committed to the organization's effort to expand the Habitat mission in Dorchester and Talbot counties.
- A trustworthy, dependable and punctual individual with the ability to function both independently and as a team member.
- Excellent organizational skills, ability to multi-task when faced with competing deadlines and priorities with timely and consistent attention to detail and follow up
- Friendly and approachable with excellent oral and written communications and interpersonal skills with the ability to manage sensitive and confidential material with integrity.
- Maintain a consistent professional image through dress, actions, and relationships with others, modeling Christian principles and Habitat values.

**All candidates are required to complete a criminal background check which includes screening against the national sex offender list. Donations drivers are subject to drug and alcohol testing as well as a driving record review.**

## PHYSICAL DEMANDS

Required to lift up to 75 pounds with assistance on a regular basis and will experience frequent bending, squatting, lifting, and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

## CERTIFICATE, LICENSES, AND REGISTRATIONS

For full time hires, a valid drivers' license and clean driving record are required. For full or part-time hires, CPR/AED and Lockton Safety Videos are required and provided for by Habitat Choptank. These trainings must be taken within 30 days of employment. On-line safety trainings provided by Lockton, Habitat Choptank's insurance provider, include, but are not limited to:

- Defensive Driving - Commercial Vehicles
- Back Safety
- Fall Safety
- Preventing Slips, Trips and Falls
- Ladder Safety
- Fire Extinguishers - Safe Use and Handling (Interactive)

## HOURS/BENEFITS

**Hours:** Part-time position working 4 to 5 hours a day, 3 to 4 days per week between the hours of 9 and 5pm. Some Saturdays or Mondays may be required.

**Compensation:** Commensurate with experience

**Benefits:** Paid time off and a matching 401K contribution if working 1000+ hours per year.