

Position Description

ReStore Manager/Truck Driver

HoCo Habitat for Humanity
955 Watson Blvd
Warner Robins, Ga. 31093
478-929-1511

September 2016

Reports To: Executive Director

Work Days: Tuesday - Saturday

Work Hours: Tue-Fri 9:00-4:30, Sat. 9:00-3:00

Summary:

The truck driver is necessary to pick up donations for the ReStore. She/he picks up scheduled donations in the Houston County Area. She/he will frequently be the first point of contact with the area public.

Primary Responsibilities:

- ✦ Screen donations in person
- ✦ Drive the 16' Cube Van to get the donations
- ✦ Maintain contact with receiving staff as to what is coming in and when
- ✦ Properly complete donation receipts
- ✦ Dress and perform professionally
- ✦ Maintain and inspect truck including implementation of maintenance and safety log
- ✦ Commit to serving at least six months

Secondary Responsibilities:

- ✦ Schedule donation pick ups
- ✦ Provide support in the ReStore when work is slow.

Requisite Skills:

- ✦ Valid Georgia State Driver's License and insurable under affiliate driver's policy
- ✦ Ability to articulate the mission of Habitat for Humanity and the ReStore to donors and prospective donors
- ✦ Reliable and trustworthy
- ✦ Able to work independently
- ✦ Able to effectively communicate with people from different backgrounds
- ✦ Knowledge of building materials
- ✦ Knowledge of the Houston County area

Physical Requirements:

- ✦ Ability to frequently lift up to 50 lbs at a time
- ✦ Ability to occasionally lift up to 75 lbs. at a time
- ✦ Ability to drive a cube van and pass a DOT physical

Manager Basic Function: Manage the donations and the donation process from beginning to end, including donor leads, evaluation of donations, scheduling, logistics, procurement, and follow up. Responsible for all PR, Marketing, and Advertising functions of the ReStore. Hire and train Restore employees. Responsible for all cash and credit transactions and bank deposits.

Dimensions:

- Commitment to Habitat Program

- Detail oriented
- Organized
- Strong customer service skills
- Flexible in dealing with an ever changing donations schedule

Principal Accountabilities:

- Analyze potential donations and impact of procurement to the net profit
- Seek out sponsorships for future expenditures (trucks, truck wraps, mobile mini containers, etc.)
- Research listings of manufacturers, distributors, and vendors of product for potential donations
- Keep record of number of cold calls, donor contacts per month
- Attend trade shows to learn about new materials and meet prospective vendors
- Follow guidelines for acceptable donations
- Place follow-up calls/send Thank You's to potential/actual donors to maintain strong donor relationships
- Manage the donation department
- Assist with the marketing of the ReStore
- Build a quality base of donors
- Logistics and planning
- Other tasks as required by the Executive Director

Knowledge/Skills Required:

- Nonprofit experience preferred
- Proficient in Microsoft Office
- Strong interpersonal communication skills
- Sales experience preferred
- Management experience preferred
- A full understanding of ReStore merchandise and operations
- Valid Driver's License

Pay: \$12 per Hour plus Bonus/ 35 hours per week

Direct Reports: All ReStore Staff and Volunteers

SUMMARY: The Habitat for Humanity ReStore is a division of Houston County Habitat for Humanity. The ReStore mission is to generate revenue through the sale of donated building materials and household items to

support the HoCo Habitat operating budget. Through its efforts, the ReStore also facilitates recycling, minimizes landfill waste, provides low-cost home improvement items, and increases HoCo Habitat's visibility in our community.

Apply:

Email cover letter, resume, and list of three references to hocohabitat@att.net. No phone calls, please.