

Position Description

ReStore Truck Driver

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

February 2016

Reports To: ReStore Manager

Work Days: Tuesday - Saturday

Work Hours: 10:30-4:30, Sat 9:00-3:00

Pay: \$9.00/hour

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

When not scheduled for pickups employee will be used as a check in clerk in the receiving area. Any ability to fix and repair products will be a plus.

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

Apply: In person at ReStore Wed- Fri 10:30-4:30. Sat 9:00-3:00. No phone calls, please.