



RESTORE TRUCK DRIVER POSITION DESCRIPTION (PART TIME)

Company: Verde Valley Habitat for Humanity

Position: ReStore Associate

Employment: Part-Time; Non-Exempt

Location: 737 S Main St, Cottonwood, AZ 86326

Direct Report: Director of ReStore Operations

Organization: Verde Valley Habitat for Humanity (VVHFH) is a non-profit, inter-denominational Christian organization and homebuilder that was founded in 1995, as an affiliate of Habitat for Humanity International. VVHFH strives to build and repair quality affordable housing for qualified low-income families in the Verde Valley and is committed to the development of service programs and projects within the local communities.

Working under the supervision of the Director of ReStore Operations and/or ReStore Supervisor, this position is responsible for scheduling and working with the driver assistant to pick-up and deliver merchandise, safely packing the merchandise in the ReStore truck, returning to ReStore, and unpacking merchandise. When not in the truck, you will often be assisting customers at the ReStore, our retail outlet with loading and unloading donated materials, and with day-to-day type retail related responsibilities and operations of the VVHFH ReStore. The intended purpose of the restore is to sell a wide selection of new, blemished, and usable quality building materials, furniture and housewares at low prices through the operation of a retail thrift store owned and operated by the Affiliate. Proceeds benefit the construction and repair of homes in the area served by Verde Valley Habitat for Humanity.

Responsibilities:

- Must have a current driver's license and maintain a good driving record (NO CDL REQUIRED)
- Load and unload all donated materials
- Communicate with Director of ReStore Operations and/or ReStore Supervisor regarding incoming donations.
- Occasionally supervising volunteers, making their experience meaningful.
- Drive VVHFH vehicles to pick-up and deliver donated goods.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Process, Clean, Test and Merchandise donations for the ReStore.
- Operate forklift
- Daily cleaning and straightening of ReStore, donation area, drive-thru and truck, keeping them neat and clean.

- Screen for product usability when donors call or bring in donations.
- Knowledge and experience in retail sales.
- Must be a good listener and be able to engage in well-considered discussions.
- Must be willing to understand the big picture of the VVHFH ministry and know that ReStore is only a part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Registry Check.
- Work is performed in a delivery truck, at donor's homes, and in a retail/warehouse environment.
- Ability to lift up to 75 pounds.
- Ability to spend majority of the day, sitting while driving, standing or moving about ReStore. Work may require climbing, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.

Required Skills:

- Mathematical Skills;
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
 - Ability to compute rates, ratios and percentages.
 - Ability to draw and interpret graphs and visual resources to measure successes and progress.
- Physical Ability; the physical demands described herein are representative of those that must be met by the employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Ability to walk, talk or hear.
 - Ability to sit, stand, use hands to handle or feel, reach with hands and arms above head, climb or balance and stoop, kneel, crouch or crawl.
 - Must occasionally lift or move objects up to 75 pounds.
 - Vision abilities including distance vision and depth perception.
- Work Environment;
 - Regular exposure to outside weather conditions.
 - Occasional exposure to moving mechanical parts and fumes of airborne particles.
 - Noise level is generally moderate although you may be exposed to loud and excessive noise.

Candidate will also possess:

- A high degree of integrity that garners the trust and respect of others.
- Organizational skills, thoroughness, timeliness and an attention to detail.
- Ability to respond to changing environments, priorities and assignments.

- The ability to successfully work under pressure while maintaining appropriate demeanor and professionalism.
- The ability to work effectively as a positive and supportive team member with staff and volunteers.
- High School Diploma or equivalent.
- Must be able to pass background checks.
- 1-3 years of experience driving, in home improvement retail, construction or equivalent.
- Able to lift up to 75 LBS.
- Excellent customer service skills.
- Understands and supports the mission of Verde Valley Habitat for Humanity.
- Organized and good time management skills.
- Able to function effectively in a fast-paced, team-oriented work environment.
- Ability to adapt to a constantly changing environment and unexpected shifts in priorities.
- Able to stand, walk, bend, stretch, reach, lift and twist for extended periods of time.
- Able to work outdoors in all types of weather conditions.

Other Duties as Assigned by the Director of ReStore Operations or Immediate Supervisor

Salary/Hours: This is part-time, non-exempt position working primarily on the donation box truck and/or in a retail environment and may require some additional weekend hours, as needed. Salary is commensurate with experience and education. VVHFH is an equal opportunity employer.

To apply for this position: call the ReStore at 928-649-6788, ext. 0 or stop by the store at 737 S. Main St, Cottonwood, AZ to fill out an application.