



Habitat for Humanity of Elkhart County

Position Description

POSITION TITLE: ReStore Donations Ambassador (Box Truck Driver)

REPORTS TO: ReStore Managers and Donations Supervisor

CLASSIFICATION: Full Time, Hourly

HOURS: Varied within typical ReStore operating hours

POSITION SUMMARY:

In addition to picking up items from donors, our drivers also assist ReStore managers with inventory, deconstruction projects and customer service when in the store.

This is specifically accomplished through the following roles and responsibilities.

PERFORMANCE ROLES:

- Donations Ambassador – Serve as the face of Habitat out in the community
- Team role – Function as a member of the Habitat team
- Training role – Serve as trainer for donations staff and volunteers

KEY RESULT AREAS

- Customer service excellence, both in the store and out in the community
- Driving excellence
- Communication excellence

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

- Valid Indiana driver's license and ability to pass D.O.T. physical including a drug screening
- Must be experienced with materials handling equipment (forklift, pallet jack, dolly)
- Ability to interact with Google calendar and use a tablet for following the scheduling and navigation
- Demonstrated effective decision making and verbal communication skills

PHYSICAL REQUIREMENTS:

- Regularly lift, push, pull carry 50-80 lbs., frequently 80+ lbs. assisted with carts
- Climb ladders
- Drive forklift

Must have reliable transportation to and from work

Habitat for Humanity of Elkhart County, Inc. is an Equal Opportunity Employer.