

Habitat For Humanity Greater Cincinnati

Position: Driver

Type: Hourly, Part-Time

Manages Others: No

Reports To: ReStore Manager

Position Summary

This position is responsible for driving a company box truck or other assigned vehicle to pick up, load donations from donors, and bring/unload donations to the designated ReStore for processing.

Position Responsibilities

- Follow assigned daily routes and timelines when driving company vehicles to pick up donated goods in a safe and courteous manner
- Assist in the secure loading of donations at donor homes & safe unloading of donated items at the assigned ReStore, following proper lifting and strapping processes
- Perform vehicle inspections utilizing the Department of Transportation (DOT) vehicle inspection report and adhere to all DOT requirements
- Use company cell phone for business needs in a safe & courteous manner
- Collect monetary donations from donors at assigned route stops. Keep all merchandise and money secure
- Turn all paperwork in to the ReStore Manager when returning to the ReStore.
- Perform minor maintenance on ReStore vehicles and report maintenance needs to the ReStore Manager and/or ReStore Assistant Manager
- Help train new Driver ReStore Associates and Assistant Driver ReStore Associates
- Clean and sort donated items in our thrift store
- Move priced items to sales floor/stock shelves
- Assist in keeping store & dock areas clean & neat

Qualifications

- Requires a high school diploma or equivalent
- Minimum one-year experience driving a box truck and/or towing trailers
- Ability to meet all DOT requirements
- Must have the ability to use dollies, hand carts, and other devices to move and/or lift donated items
- Ability to stand/walk the majority of the shift
- Must be able to lift up to 100 pounds on a regular basis
- Possess excellent customer service and time management skills
- Valid driver's license required

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.