POSITION: **ReStore Truck Driver/Donations Associate**
REPORTS TO: ReStore Operations Director
STATUS: Part-Time Position

POSITION PURPOSE
This position is responsible for ReStore donation pick-ups and inventory management.

PRIMARY DUTIES AND RESPONSIBILITIES
- Plan and coordinate with ReStore Supervisor for donation pick-up drive ReStore truck, load at donation site and unload materials at the ReStore
- Screen donated items ensuring sales floor appropriate
- Maintain a clean, organized, and easily accessible backroom and inventory
- Oversee volunteers assigned to you, ensuring safety and implementation of best practices
- Assess knowledge and skills of volunteers, assign them to specific duties appropriately
- Maintain accessible and organized inventory lists
- Coordinate with ReStore Supervisor/ReStore Director any minor maintenance on ReStore vehicle(s) (oil change, tire inflation, etc…)
- Manage hard copy donated tax receipts and ensure weekly submission to ReStore Supervisor
- Assist with data entry as necessary
- Other duties as assigned

REQUIREMENTS
- This individual must understand and appreciate the mission of Habitat for Humanity
- Must possess the ability to work in a fast-paced team environment and the ability to multi-task
- This individual must be detail-oriented and able to work independently with a team spirit
- Must be able to interact with diverse individuals and remain consistent in keeping a professional demeanor; be a team player serving one mission
- Will follow best practices, and at all times be safety conscious while working alone or with others
- Must have a clean driving record, and past experience driving a box truck is preferred

PHYSICAL DEMANDS
Must be able to lift up to 50 pounds. Will also experience frequent bending, squatting, lifting and repetitive motion

EXPERIENCE
Commensurate with job description

EDUCATION
High School diploma

CERTIFICATES, LICENSES AND REGISTRATIONS
Valid Driver's License, has and/or willingness to obtain Massachusetts DOT medical card, pass CORI report