



## **JOB DESCRIPTION**

### **ReStore Pick-up/Delivery Driver**

Habitat for Humanity of Northern Virginia (HFH NOVA)

**Reports to:** ReStore Manager

**Description:** This position is responsible for the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and trailer, returning to ReStore and unloading merchandise.

**Employee Status:** Non-exempt, hourly at 40 hours per week

#### **Responsibilities:**

##### **1. General Duties**

- Drive HFH NOVA vehicles to pick-up and deliver donated goods
- Load and unload all donated materials
- Screen for product usability.
- Communicating with ReStore Manager regarding incoming donations.
- Operate forklift
- Screen for product usability when donors call or bring in donations.
- Occasionally supervising volunteers, making their experience meaningful.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Operate a cash register to document sale of merchandise as needed. Refer to established pricing schedules and office records to verify pricing.
- Process cash, credit card and check transactions, following established procedures for each type of sale.
- Answer telephone as needed to provide ReStore information, directions, meeting the caller's needs.
- Daily cleaning and straightening of ReStore, keeping it neat and clean.
- Direct pricing and operations to ReStore Manager.
- Other Duties as Assigned by the ReStore Manager

##### **3. Required Skills / Experience**

- Knowledge and experience in retail sales.
- Team building a real plus.
- Must be a good listener and able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as need arises.
- Must be willing to understand the big picture of the HFH mission and know that ReStore is only a part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Check.
- Work is performed in a retail/warehouse environment.
- Ability to lift 75 pounds.

- Ability to spend majority of the day standing or moving about ReStore. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Ability to operate a cash register, office equipment and accurately make change.
- High school diploma or equivalent.
- Minimum of six months' work experience.
- Must have a driver's license and maintain a good driving record