



We build strength, stability, self-reliance, *and* shelter.

Position Description

Job Title: ReStore Warehouse Associate Driver, Alexandria VA

Reports to: ReStore Manager

Schedule: Monday through Friday, 9am – 5pm

Status: Full time, Non-Exempt

Compensation: The hourly rate of this position is \$18/hour. We offer a competitive salary and benefits package.

Position Summary:

As an integral part of Habitat DC-NOVA's ReStore team, the ideal candidate will be responsible, conscientious, and demonstrate excellent interpersonal, communication, and customer service skills. Duties within the ReStore include the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck, then delivering and unloading the merchandise at the ReStore. This position requires working 40 hours per week and will regularly include scheduled weekend days.

Duties and Responsibilities:

- Customer service, sales assistance, and assistance to donors
- Overseeing volunteers as needed, making their experience meaningful
- Processing cash, credit card and check transactions, following established procedures for each type of sale
- Operating a forklift
- Daily cleaning and organization of ReStore, including merchandising and displays
- Answering telephone and providing ReStore information, directions, meeting the caller's needs
- Maintaining an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers
- Driving Habitat vehicles to pick-up and deliver donated goods
- Loading and unloading all donated materials
- Screening for product usability when donors call or bring in donations
- Communicating with Donations Coordinator regarding incoming donations
- Other Duties as assigned

This not an all-encompassing list of responsibilities. Responsibilities may change over time. Candidate should be flexible. Position requires occasional interaction with Habitat for Humanity NOVA's Executive

Director, Chief Operations Officer, and Volunteer Coordinator. Candidate should demonstrate ability to work collaboratively in groups.

Specific Knowledge and Skills Required:

- Knowledge and experience in retail sales (minimum 2 years required)
- 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
- Familiarity with and commitment to Habitat's mission, methods, principles, and structure
- Good customer service and communication skills; ability to interact with donors, customers, volunteers, and other constituents in-person, by phone and in writing
- Must have clean driving record for the past five years required to meet our insurance requirements (see Driver Guidelines in the next section)
- Required to pass DOT Certification (drug and alcohol testing required)
- Ideal candidate will have experience driving box trucks up to 26 feet
- Must provide copy of driving record (within 30 days) if called in for interview
- High school diploma or equivalent
- Must be 18 years of age or older (to meet our insurance requirements)
- Must pass Criminal Background Check and Sexual Offender Check
- Must be able to safely lift and position up to 100 pounds

Driver Guidelines Required by Insurance Carrier:

- Be at least 18 years of age
- Have a valid driver's license
- Have at least 5 years' experience driving any specialized vehicle
- Have NO major violations in the last 5 years
- Have 2 or less minor violations in the last 5 years

Additional Requirements:

- Must be able to work some weekends
- Must be able to show proof of current and updated Covid-19 vaccination status and be willing to comply with all other CDC guidelines.

To apply for this position, please submit a resume and cover letter with your desired salary to Colin Campbell at ccampbell@habitatnova.org. Include ReStore Warehouse Associate Driver in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.