

**Habitat for Humanity Central Arizona
JOB DESCRIPTION**

Title: Driver/Warehouse	Employment Status: Full Time
Department: ReStore	FLSA Status: Non-Exempt
Reports To: Retail Store Manager	Supervises: n/a

JOB SUMMARY:

Assist in donation pickup and delivery using a company vehicle, loading and unloading the contents. Also includes keeping the backroom in order and assisting customers with their purchases.

CORE RESPONSIBILITIES:

- Driving the pickup route in the absence of regular drivers.
- Provide receipts to donors for all donated goods.
- Keeping the backroom clean and organized.
- Provide security at the back doors.
- Maintain a smooth flow of cleaned and priced product to the sales floor as needed.
- Maintain all dumpster areas; keeping the area free from trash.
- Responsible for all daily store maintenance and cleanliness.
- Adhere to all ReStore safety regulations.
- Other duties may be assigned as necessary.

KNOWLEDGE, SKILLS, ABILITIES:

- Outstanding communication and interpersonal skills needed to work effectively with staff, volunteers and customers.
- Must be self motivated.
- Some knowledge of retail sells.
- Bi-lingual Spanish speaking preferred, but not required.

EDUCATION, EXPERIENCE:

- High School Diploma or GED.
- Knowledge of the ReStore retail product or willing to learn.
- Must be able to do simple addition/subtraction and multiplication.
- Able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Possess valid AZ driver's license, with good driving record.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Must pass the ADOT Medical Exam.
- The ability to stand or walk for the majority of a workday.
- The ability to communicate in person or using the telephone.
- The ability to lift 75 pounds.

WORK ENVIRONMENT AND CONDITIONS:

The entire job takes place in Retail warehouse operation or driving a truck. The cooling is adequate in the summer, but it will get hot and muggy at times during summer months. Winter gets a little cold, dress warm in layers in the winter. Dress code is casual and comfortable, company shirts will be provided; steel toed shoes are required in the warehouse. When cleaning product it may be dusty and dirty. The job is demanding because you are on your feet most of the day with only a lunch break.

TOOLS AND EQUIPMENT USED:

Employee must be proficient in or able to use or learn to use office equipment such as computer, printer, phone, copiers, calculator, fax machine and other communication vehicles.