Habitat for Humanity ReStore

Job Description:

ReStore Donation Pickup Driver

Overview:
This is a paid part time position reporting to the Donation Pickup Manager. The Donation Pickup Driver is responsible for performing general driver duties as described below for the pickup of donations at private homes and businesses.

Basic Responsibilities:
● Drive ReStore trucks and load and unload donated items in a safe, law abiding manner
● Ensure every donation meets our donation criteria, and be able to politely and respectfully decline when they do not
● Thank donors and provide properly filled out donation slips
● Assist ReStore staff with unloading trucks or other tasks as needed
● To be fully competent in the use of our truck, GPS, phone systems and warehouse equipment
● Report conflicts, concerns, or issues with donors or volunteers as they arise
● Monitor the maintenance of our vehicles and report any issues or problems to the Manager
● Help train new drivers and truck assistants

Expectations:
● Be able to safely use equipment to maneuver large loads
● Be able to safely lift 50 pounds on an ongoing basis
● Dress and act appropriately as a representative of Habitat at all times
● Be courteous and professional in all interactions with donors, staff and volunteers
● Communicate effectively with people of diverse backgrounds and varied language skills
● Understand and be able to communicate the mission and purpose of Habitat and the ReStore to volunteers and donors

Note: This job description is intended as a guideline only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause. Habitat for Humanity Portland/Metro East is an equal opportunity employer.

For full job description, please visit http://www.pdxrestore.org/employment

Application must include:
A complete resume, including dates of employment
Three references: two professional and one personal

To apply, submit the above information to: malia@pdxrestore.org. Position open until filled.