



## Job Description

### Part-time ReStore Donations Assistant

#### Job Summary

The ReStore Donations Assistant is responsible for driving a 16' box truck with lift gate to pick-up individual and/or business donations of new or gently used building materials, appliances, and furniture in the Dubuque metro area and unloading the truck at the destination. Additionally, this position performs other retail store duties.

All staff participate in our mission and vision.

***Our Mission:*** Seeking to put God's love into action, Habitat for Humanity, brings people together to build homes, communities, and hope.

***Our Vision:*** A world where everyone has a place to live.

**This position requires a valid driver's license and the ability to pass the following background checks: criminal history, sex offender, and the organization's insurance required driving records background check.**

#### Responsibilities

##### Donation Pick-Up:

- Make local donation pick-ups using 16' box truck and unload at store.
- Review donations, compare to acceptable donations guidelines, and determine if donations can be accepted. If unacceptable, decline donations in a professional and courteous manner while maintaining positive relationships and donor engagement.
- Use straps, load bars, appliance dollies and proper loading techniques to load materials/goods without causing damage to the donated items or donor property.

##### Vehicle Maintenance and Compliance:

- Complete daily vehicle check sheets and keep accurate records to ensure that the vehicle conforms to all applicable transportation laws and regulations.

### **Operations and Logistics:**

- Proper use and care of company-provided equipment (i.e., GPS, mobile phone, etc.).
- Utilize smartphone applications within the course of the daily route, including texts, to communicate with Donations staff.
- Complete electronic tracking forms and delivery reports and ensure they are received by the proper personnel.
- Photograph donated products and occasionally record videos for social media applications.
- Support ReStore retail staff as needed upon completion of daily truck route.

### **Required Qualifications**

#### **Education, credentials, and experience:**

- Valid driver's license with good driving record.
- Personal auto insurance compliant with DJCHFH Driver's Policy.
- Current Department of Transportation (DOT) medical certificate (or ability to obtain within 30 days of hire).

#### **Knowledge, Skills, Abilities and Competencies:**

- **Customer Service:** Applies specialized product knowledge to assist and provide solutions to clients.
- **Attention to Detail:** Ensures information is complete and accurate and follows up to ensure that agreements and commitments have been fulfilled.
- **Teamwork:** Works with and helps others to accomplish objectives.
- **Equipment Operations and Maintenance:** Safely operates and maintains heavy machinery, power tools, and other construction equipment according to guidelines and procedures.
- **Initiative:** Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them.

### **Preferred Qualifications**

- High school diploma or equivalent.
- Experience driving/delivery via a panel box truck.
- 6 months' experience in retail sales or other work environment requiring direct and regular interactions with customers or donors.

### **Physical requirements and work environment**

- Regular exposure to temperature extremes and/or adverse environmental conditions such as precipitation and wind.

- Regularly walk and climb on uneven surfaces, ladders, and stairs.
- Regularly move objects up to 75 pounds or more in all directions on a frequent basis.
- The work is performed in a retail store and warehouse environment with exposure to extreme temperatures, vehicle fumes, and machine noise.

### Hours of work and required travel

- Core business hours are Tuesday-Saturday between 8:00 a.m.-4:00 p.m.
- Regular travel within the Dubuque area for donation pickups.

### Tools and equipment used

- Basic Proficiency in MS Office and use of the Internet.
- Regularly operate power and manual material handling equipment and tools.

All other duties assigned.

**Pay:** \$15-\$18/hour – commensurate with experience.

**Benefits:** PTO, Paid holidays

Please submit a letter of application and your resume to [slafler@habitatdjc.org](mailto:slafler@habitatdjc.org) with DONATION APPLICATION in the subject line. We will begin reviewing applications as they come in and will continue accepting applications until we hire.

***Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve/national guard status, or any other status or characteristic protected by law.***

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This document is not a contract of employment and is not intended to create any contractual rights either expressed or implied between the organization and its employees.

My supervisor has reviewed these responsibilities and qualifications with me. I have read and understand

the responsibilities as stated in the job description.

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Employee Name/Signature

Date

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Supervisor Name/Signature

Date

<b>Job Title:</b> ReStore Donations Assistant	<b>Employment Status:</b> Full-Time/Part-Time
<b>Department:</b> ReStore	<b>FLSA Status/Pay Basis:</b> Non-Exempt/Hourly
<b>Reports to:</b> ReStore Donations Manager	
<b>Date Revised:</b> 26 February 2024	<b>Supervises:</b> N/A