



JOB DESCRIPTION

ReStore: Donation Ambassador

Habitat for Humanity San Bernardino Area, Inc. ReStore is seeking an organized, flexible, energetic, and personable individual for the position of ReStore Donation Ambassador. This position is responsible for the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and trailer or box truck, returning to ReStore and unpacking merchandise. The ReStore is a unique retail environment that sells new and used donated building supplies, home improvement merchandise and furniture to the public. Qualified candidates should have experience driving a truck and trailer and/or a 16 foot box truck, have a "customer first" mindset, and have the desire to work in a non-standard retail environment. This is an opportunity for a retail professional who wants to apply his/her skills to raise funds to support a successful non-profit organization.

Summary: This is a part-time position, 25 hours per week, Monday-Friday. Responsible for seeing that all customers are served in a timely and professional manor.

Responsibilities:

- Pick-up and deliver donations using Habitat for Humanity San Bernardino Area vehicles, including a pickup truck with a trailer and/or a 16 foot box truck with lift gate
- Train and supervise volunteers to assist with duties both on pick-ups or in warehouse
- Assist in developing driving and warehouse safety standards, and communicate and train volunteers in these practices
- Help maintain organization and cleanliness in the ReStore and warehouse
- Assist in keeping trucks well maintained and clean, minor repairs as needed
- Other duties assigned by management

Qualifications:

- Valid Driver's License with a clean driving record
- **Ability to lift 50+ pounds**, stand, squat, bend and climb in and out of truck and trailer or box truck on a regular basis
- Knowledge of furniture moving techniques is helpful
- Experience driving a truck and trailer, and a box truck a plus
- Dependable, motivated, and good problem-solving skills
- Ability to relate well to a variety of people
- Excellent customer service skills, friendly and outgoing personality
- Retail, service and/or moving experience helpful
- Background check will be required of all final candidates

Reports to: ReStore Manager/ReStore Assistant Manager

Employment Status: Part Time

Salary: Compensation is dependent on experience