



Position Description: ReStore Ambassador/Driver-Part Time

Reports to: ReStore Manager
Hours: Part-Time, 20-30 hours, Monday through Saturday (or as determined)
Status: Non-Exempt, hourly

Position Description:

The ReStore Ambassador/Driver's primary duties are to pick up donated items at residential and commercial locations. The ReStore Ambassador/Driver is responsible for evaluating the items for acceptability for sale, safely deliver to the donation the ReStore's receiving area. Additional responsibilities include assisting customers either with drop off donations or loading vehicles with purchased items. It also includes cleaning and/or making minor repairs to times during affiliate's operating hours.

Job Responsibilities include but not limited to:

- Receiving donated materials from donors
- Driving the ReStore truck to pick-up donated materials at residential or commercial locations
- Regularly delivering recycle or waste items to transfer station
- Assisting with staging/merchandising the sales floor
- Assisting with customer purchase loading
- Communicating professionally with all donors and customers
- Sharing the story of Habitat for Humanity and ReStore with all donors and potential donors
- Working cooperative and positively with other staff members and volunteers
- Performing such other tasks as request by the ReStore Manager
- Exhibiting positive attitude at work
- Providing excellent customer service to donors and customers
- Ensuring routine truck maintenance and repairs and keeping service records complete and current
- Completing all paperwork, analysis and record keeping of donated items and Craven County driving routes according to HFHCC policies
- Following the highest ethical and professional standards both at the ReStore and donor site
- Adhering to all policies and procedures, including safety standards of Habitat for Humanity of Craven County
- Participating in all required training programs
- Other tasks as may be necessary or assigned

Physical Requirements:

- Ability to lift up to 50 pounds without assistance
- Bending, twisting, reaching, pushing, pulling, and performing repetitive motions
- Standing and walking for up to 8 hours/shift
- Moving merchandise with carts, dollies, hand trucks and other moving equipment

Qualifications and Experience:

- Must have valid driver's license and clean driving record
- Demonstrated history as self-starter, reliable, dependable, responsible and professional employee
- Proven ability to apply good judgement, strong ethics, consideration and even temperament at work
- Willingness to learn and support Mission of Habitat for Humanity
- Foster and contribute to a positive team oriented work environment
- Experience driving larger delivery vehicles preferred
- Experience with home improvement and hardware merchandise a plus
- Experience moving, packing, shipping or receiving a plus
- Knowledge and familiarity with region, community and neighborhoods a plus

Job Specifications:

- Education – minimum, high school diploma
- Computer – basic computer literacy, email, internet
- Software skills – proficiency in Microsoft Office applications preferred

Must be able to pass a background check and drug test

No phone calls, please. Send resume with cover letter to: newhires@cravencountyhabitat.org

Or mail to: Habitat for Humanity of Craven County
Attn: Evelyn Richards, ReStore Manager
930 Pollock Street
New Bern, NC 28562