

**Position:** ReStore Associate/Driver

**Reports to:** ReStore Manager

**Employee Status:** 30 to 40 hours per week (40 preferred)

**Days/Hours:** Tues-Friday flexible hours, all Saturdays 8 to 4:30 pm

**Pay Scale:** Hourly at \$12/hour to start, plus benefits as negotiated



The mission of Habitat for Humanity of Greater Centre County (HFHGCC) is to partner with working families, sponsors, and communities to build affordable, quality homes and to provide support services that promote successful home purchase and ownership.

The Habitat for Humanity ReStore is HFHGCC's discount home improvement outlet, open to the public. The ReStore generates revenue through the sale of donated new and used building materials, furniture, and home improvement supplies. All proceeds support HFHGCC's mission.

The **ReStore Associate/Driver** is perhaps the most visible ReStore staffer. From driving the streets with the HFHGCC logo/branded truck to shaking hands with people in their homes, the donations pick-up process allows many great opportunities to generate positive public relations for HFHGCC. This position will also help with organizing inventory in our warehouse and on the ReStore sales floor, assist customers and donors, and perform general day-to-day retail operations.

***The ReStore Associate/ Driver will:***

- Effectively screen donation materials for acceptance according to HFHGCC guidelines
- Safely drive HFHGCC 16' box truck or other vehicles to pick-up donated materials
- Capably use appropriate tools for moving donated goods; i.e. dolly/hand cart, pallet jack
- Properly complete all required forms/receipts for donors/customers
- Effectively communicate with the ReStore Manager regarding incoming donations
- Supervise volunteers in the ReStore and on donation pick-ups, making their experience meaningful
- Schedule donation pick-ups in person, on the phone or via e-mail
- Greet and assist customers and donors to foster goodwill and repeat business
- Answer the telephone and provide ReStore information, directions, hours, etc.
- Load/unload materials daily or as needed, from the ReStore box truck or donor vehicles
- Perform minor upkeep on ReStore vehicles (fluids monitoring, tire inflation, etc.)
- Ensure ReStore box truck stays up-to-date on regular maintenance, inspections and registrations
- Maintain ReStore warehouse and ReStore organization
- Operate cash register and assist with daily retail operations

**The work schedule is flexible based on ReStore and personal needs. Qualified candidates will meet all of the following criteria:**

***Education/Professional Credentials***

- High school diploma or equivalent required

***Experience***

- Retail experience preferred
- Knowledge of home building, general contracting, architecture, interior design preferred
- Driving a large vehicle or box truck in a variety of weather and road conditions preferred

***Preferred Skills***

- Superior customer service skills
- Knowledge of fair market values of new and used building materials
- Able to supervise volunteers with a wide range of skills and abilities
- Strong organization and communication skills
- Able to handle multiple tasks

***Physical and Other Requirements***

- Able to lift up to 75 pounds, perform heavy manual tasks, and be capable of performing outside duties under all weather conditions
- Work may require climbing ladders, considerable standing, bending, and lifting
- Must have a driver's license and maintain a clean driving record

The ReStore is a rewarding place of employment. Positive and supportive interactions with staff, customers, volunteers and donors, and a constant turnover of donated materials make the environment fun and fast-paced. Staff are encouraged to learn new skills and are provided regular training opportunities. The ReStore's unique "reduce, reuse and recycle" efforts garnered the organization an Emerald Award from the Centre County Refuse & Recycling Authority.

**To apply for this position, please send a cover letter, resume, and a completed Application for Employment to [president@habitatgcc.org](mailto:president@habitatgcc.org) and put "ReStore Associate/Driver" in the subject line.** Only candidates meeting all position requirements will be considered. More information about Habitat for Humanity of Greater Centre County may be found on our website [www.habitatgcc.org](http://www.habitatgcc.org). Applications will be accepted until **April 18<sup>th</sup>, 2018** or until the position is filled.

*Habitat for Humanity of Greater Centre County is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic DMV checks for driving record and valid driver's license, and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.*

***Equal Opportunity Policy:*** *Habitat for Humanity of Greater Centre County is dedicated to a policy of equal opportunity. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of Habitat for Humanity of Greater Centre County to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.*