

Position: ReStore Donation Associate/Truck Driver - Habitat for Humanity of the MS Gulf Coast (HFHMGC)

Resumes accepted by email to jobs@hfhmgc.org. Please include a brief letter describing your interest in the position. No phone calls please. Applications will be reviewed quickly, and interviews will be conducted on a rolling basis.

Primary Role: The ReStore Donation Associate–Truck Driver will be a key team member, interacting daily with residential and corporate donors while collecting and distributing items to be sold at ReStore locations. The ReStore Donation Associate –Truck Driver will be responsible for driving the ReStore box truck(s) across the Mississippi and Alabama Gulf Coast, accepting and loading material donations, and delivering them to ReStore receiving areas and sales floors. The Donation Associate–Truck Driver should prioritize safety and efficiency while providing excellent service to donors and customers alike.

Responsibilities:

- Drive a 16' or 26' box truck daily to and from various donation pickup locations.
- Navigate routes using Google maps or equivalent GPS on a company device.
- Safely load and transport donated items from homes or businesses to a nearby ReStore.
- Be respectful of each donor's home or place of business, taking care to avoid damage or disruption.
- Establish friendly contact with scheduled donors to confirm pickup and give ETA prior to donation pickups; demonstrate excellent interpersonal skills while interacting with donors, thanking them for their donation, and providing them with written donation receipts at the time of pickup.
- Screen items for quality and functionality; diplomatically decline some unsuitable items.
- Support ReStore sales staff in coordinating the flow of donations through the dock, processing area and sales floor; and assist in keeping the dock and receiving area clean and organized.
- Communicate in a timely manner with the ReStore Logistics Manager regarding any issues at a donor location or ReStore.
- Operate a forklift as needed after receiving OSHA forklift certification (training provided onsite at the ReStore).
- Transfer purchased product from the warehouse to the ReStores when needed.
- Maintain all USDOT-required documentation, including daily driver logs, vehicle inspection checklists, and receipt records.
- Always have a positive attitude in daily interactions with coworkers, volunteers, and donors, keeping in mind the ReStore's brand and Habitat for Humanity's reputation across the Gulf Coast.
- Give clear and friendly feedback to donors/customers who have questions or comments about the ReStore operation or Habitat for Humanity in general.
- Other duties as required by business needs and requested by the ReStore Manager or ReStore Director (e.g., "all hands-on deck" events such as annual inventory count, etc.).

Minimum Requirements:

- High school diploma or GED certification.
- Valid current driver's license and maintain a safe driving record.
- Minimum age 21.
- Excellent time management skills.

- Ability to make in the moment decisions to protect themselves and Habitat for Humanity's equipment and reputation.
- Ability to meet and comply with all USDOT regulations regarding interstate travel.
- Pass DOT physical as performed by medical professional listed in the National Registry.
- Able to repeatedly lift and carry 50 lbs. alone and perform team lifts of up to 150 lbs. during the loading, unloading, and processing of donations; and willing to work outdoors picking up donations in a variety of weather conditions.
- Previous forklift experience or certification a plus.
- Warehouse, retail, or transportation experience a plus (lifting, moving, packaging, transporting furniture/appliances/building materials).
- Coordination and dexterity to traverse challenging spaces while carrying a load and staying alert.
- Takes initiative; communicates clearly, concisely, and effectively; and a team player.
- Must pass criminal background, sexual offender, and annual motor vehicle record checks.
- Commitment to affordable housing and HFHMGC's mission, vision, and values.

Employment Status: Full-Time, Tuesday through Saturday schedule, and hourly position.

Salary: Competitive pay depending on experience, plus a benefits package including medical insurance and 401k options.