Job Title: Logistics/Driver Associate

Department: ReStore

Reports To: ReStore Director

FLSA Status: Full-time / Non-Exempt

Prepared Date: 7/11/2022

Pay Rate: $18.00 per hour

Benefits: Competitive benefits package ([www.stvrainhabitat.org/whyworkhere](http://www.stvrainhabitat.org/whyworkhere))

Habitat for Humanity is committed to equity, diversity and inclusion in the workplace. Please read more about our commitment and HFHSVV as an equal opportunity employer on our website: [www.stvrainhabitat.org/employment-opportunities](http://www.stvrainhabitat.org/employment-opportunities)

**Position Summary:** Habitat for Humanity of the St. Vrain Valley ReStore is looking for a Full-Time Logistics / Driver Associate**.** The Logistics Associate performs scheduling, general driver duties as assigned and primarily the pickup of donated items at donor’s homes and commercial

**Essential Duties and Responsibilities:**

* Work directly with Donations Manager on scheduling and routing of donation pick-ups.
* Operate Habitat ReStore vehicle safely and effectively to complete daily scheduled donation pickups.
* Pick up donations, load and unload the ReStore vehicle.
* Facilitate the daily operations of warehouse including processing donations and keeping building organized.
* Unload donations as all pick-ups are completed.
* Assure that all donations go directly to designated areas, are cleaned/ priced and placed in the ReStore.
* Provide proper documentation to donors.
* Provide direction & supervision to driver helper, community service workers & volunteers to complete work assignments.
* Assist in loading customer purchases.
* Check all receipts on purchased items before loading purchase.
* Prevent customers from coming into the warehouse processing area unless they are escorted by a staff member or volunteer.
* Ensure compliance with safety standards and accident procedures.
* Address and document violations of policies immediately to the ReStore Manager.
* Ensure that all areas of the warehouse and ReStore are clean and safe.
* Attend community and affiliate events as identified and assist with set up.
* Work effectively in a team-based environment.
* Comply and abide by all Habitat for Humanity of the St. Vrain Valley and Habitat International policies and procedures where applicable.

**Primary Responsibilities:**

* Schedule & route for donation pickups.
* Driving truck for pickups.
* Load and unload donations.
* Inspects and maintains ReStore vehicles.

**Basic Position Requirements:**

* Valid Colorado Driver’s License and a good driving record.
* Clean background check / Background check will be conducted.
* A minimum of 1-2 years of related experience.
* Warehouse and/or moving experience helpful.
* Excellent customer service skills.
* Ability to work independently, exercising good judgment.
* Effective time management and organizational skills.
* Ability to lift 75+ lbs., stand, squat, bend, and climb in/out of truck on a regular basis.
* Ability to relate to and work well with a variety of people.

**Preferred Qualifications:**

* Experience driving commercial box trucks (16-foot box truck).
* Working knowledge of the St.Vrain Valley area.
* Work independently.
* Retail experience.
* Lifting / loading /packing experience.
* Bilingual a plus but not required.

***If you feel you are qualified and wish to apply for this position:***

*1. Review the affiliate covenant on our website.* [*www.stvrainhabitat.org/employment-opportunities*](http://www.stvrainhabitat.org/employment-opportunities)

*2. Submit your cover letter and resume to Ed Kepple, ekepple@stvrainhabitat.org.*

*3. If St. Vrain Habitat is interested, the ReStore will contact you to discuss next steps.*