



ReStore Donations Ambassador Job Description (Truck Driver)

Overview

The ReStore Donations Ambassador is a full-time position fulfilling a key component of the donation process. They are responsible for driving the ReStore truck to pick-up donations, receiving of dropped off donations, ensure adherence to the donation process and standards, and assists on the sales floor when required.

Responsibilities

- Serve as the primary liaison with the donor community
- Perform successful interactions with corporate, retail, and individual donors
- Ensure timely and damage-free pick-up of donations
- Drive where required to perform pick-ups of donated items.
- Perform daily truck inspection, report necessary service or repairs for ReStore Manager to schedule, and maintains safety, security, service log of truck
- Ensure ReStore policies, standards for donations, and procedures are closely followed.
- Assist in organizing donations in receiving room
- Assist in maintaining a safe environment for customers, staff, and volunteers while at ReStore
- Support other ReStore operations as needed.

Skills and Experience

- Hold a valid New York State Driver's License and have a driving record that can be insured by our carrier and be willing to take physical for DOT license
- Comfortable with and skilled at loading and driving a 16 ft. diesel box truck with a hydraulic lift
- Ability to safely lift and position 75 pounds, or more with assistance. Job entails bending, kneeling, and reaching, often in awkward or tiring positions
- Strong customer service, interpersonal, and communications skills
- Ability to calmly defuse challenging situations on pick-ups and at ReStore
- Possess tact to reject donations in a gracious manner
- Knowledge of retail and nonprofit environment a plus
- Experience working with volunteers a plus, but not necessary
- Competency of cell phone, tablet, and GPS usage
- Ability to speak Spanish a plus

Work Habits

- Versed in the mission of Habitat for Humanity of Greater Newburgh and Habitat International and has the desire to promote it
- Works effectively individually or collaboratively
- Is self-motivated, reliable, enthusiastic, organized, detail-oriented, focused, flexible to change, good humored, quick learning, and open to constructive criticism
- Able to work with people of diverse ages and backgrounds

- Exercises excellent judgment

Salary

\$15.50 per hour with health insurance, paid holidays, sick and vacation time.