



**Habitat for Humanity of Frederick County
Assistant Truck Driver**

Job Title: Assistant Truck Driver

Department: ReStore

Reports to: ReStore Manager

Status: Full-Time (30 hrs/week with Benefits), Non-Exempt

Position Summary:

Represent the Habitat brand through courteous interactions with donors and customers to support our mission and support ReStore operations. This position is primarily responsible for assisting and/or filling in for the Truck Driver on the ReStore donation truck to scheduled pickup/delivery locations, meeting with donors, and loading/unloading donations while creating and maintaining an extraordinary donor, volunteer, and shopper experience in the ReStore.

Essential Duties:

- Occasionally operate Non-CDL Box Truck and/or standard pickup truck in a safe, lawful, and courteous manner, filling in when the Truck Driver is out or a second truck is needed.
- Assist in maintaining the cleanliness of trucks' interior and exterior in accordance with schedule and/or procedure.
- Assist in performance of regular maintenance checks to ensure readiness of truck and equipment at all times.
- Assist in performing daily truck safety checks to ensure truck is safe to be on the road.
- Regular communication with the Truck Driver and scheduler.
- Assist with and/or pickup furniture and other merchandise from donors and deliver to the ReStore.
- Deliver furniture and other merchandise to customers from the ReStore.
- Screen for product acceptance policy and usability.
- Daily loading and unloading of purchased and donated items (multiple times a day) in a safe and efficient manner.
- Work with ReStore managers and back room personnel to ensure all donations stay together and do not get separated.
- Act as an ambassador of the ReStore while interacting with donors, shoppers and volunteers.
- Ensure the cleanliness and safety of the store.
- Assist with donation screening and drop-offs.
- Maintain safety within the store and outside area and while using ReStore equipment.
- Provide excellent service to customers, volunteers and fellow employees and maintain compliance with the employee code of conduct.
- Assist with donation processing, recycling, organizing and merchandising when not assigned to the truck.

Other Key Responsibilities:

- Daily cleaning and straightening of the ReStore.
- Assist with pricing and product placement on the floor.
- Communicate the Habitat mission and current projects to customers.
- Assist with Habitat special events as needed.
- Comply with policies and procedures.
- Assist with volunteer oversight.
- Occasionally operate cash register to document sale of merchandise. Process cash, credit card and check transactions following established procedures for each type of sale.
- May occasionally answer telephone and provide ReStore information, directions, and other customer requested information.
- Other duties as assigned.