



Job Description: Donation Pick-Up Driver

Position:	Donation Pick-Up Driver	Department:	ReStore
Reports To:	ReStore Logistics Supervisor	Direct Reports:	None
FLSA Status:	Non-Exempt		

Approved By:	
Date Approved:	
Date Revised:	8/20/19

Truman Heritage Habitat for Humanity (THHFH) is a Christian organization that builds and rehabilitates simple, decent houses with the help of homeowner families and volunteers. Truman Habitat is an affiliate of Habitat for Humanity International and works to improve the living conditions for low-income families in Eastern Jackson County, Missouri. Our non-profit organization works in partnership with people in need from all walks of life to develop communities by building safe, decent, and affordable housing. We build homes, communities, and hope.

The ReStore is a discount building materials and home improvement store. Much of the inventory in the store is donated to THHFH by residential or commercial donors. We have a positive impact on the environment by reselling usable items that might have been destined for the landfill. The funds raised from ReStore sales are used to finance the construction or renovation of homes for eligible homeowners in Eastern Jackson County.

Description: The Donation Pick-up Driver is responsible for picking up merchandise from donors, safely loading the merchandise in the ReStore truck, returning to the ReStore, and unloading merchandise. Donation Pick-up Drivers are one of the most visible faces of our organization, and as such, must reflect the values of our organization. Our most important values are respecting others and exhibiting care and concern for others. In addition, we value honesty, integrity, loyalty, fairness, accountability, and excellence from all employees. Our values apply to how we treat each other as well as how we treat customers, donors, client families and others with whom we interact.

Responsibilities ... including, but not limited to:

- Safely operate Truman Heritage Habitat's box trucks and/or van in picking up donations from residential and commercial donors
- Safely load and unload donated items. Use the equipment provided on the truck to ensure safe loading and unloading of donations. Ensure that donations are securely loaded to prevent damage while in transit. When unloading donations, follow the direction of the ReStore Manager for placement of items in the store.
- Screen donations for acceptability and usability. Be prepared to courteously decline donations, as needed
- Prepare donation receipts for all residential and commercial donors. Leave a copy of the receipt with the donor and return the original copy of the receipt to the ReStore for entry into THHFH's donor database. Ensure that donation receipts are legible and that each receipt is signed by the donor and THHFH staff member and dated.

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- Communicate with ReStore managers regarding incoming donations to determine which store receives which donations, suitable/acceptable donations, and other donation issues as they arise
- Ensure that trucks are kept clean and in good working order at all times. Notify the Logistics Supervisor when maintenance is needed. Drop off and pick up trucks at the repair shop, as needed.
- Complete the Truck Use Report and Driver's Vehicle Inspection Report each day and file the reports as directed by the Logistics Supervisor. These reports are required by DOT regulations.
- Maintain the ReStore drive-through area to keep the area organized, neat and safe for customers and employees
- Work in the ReStore, as needed. The expectation is that drivers will work in the ReStore when the donation pick-up route is completed before the end of the business day. Check with the Logistics Supervisor and ReStore Manager to see if assistance is needed before leaving for the day.
- Abide by all established policies and procedures
- Exhibit all of the core values outlined in this job description

Qualifications & Proficiencies:

- Minimum of a high school diploma or equivalent
- Current Class E driver's license, DOT health card, and clean driving record for the past five years
- Strong interpersonal communication skills
- Must have at least six months of verifiable work experience driving box trucks
- Must be able to pass criminal and sexual offender background checks and drug test
- Dependability, punctuality, flexibility, accuracy
- Strong work ethic, self-motivated, ability to multi-task and work independently
- Enthusiasm for the mission of Habitat for Humanity and the families we serve

Physical Requirements Necessary to Perform This Job:

- Ability to lift 75 pounds. Human performance testing is required to ensure physical fitness for this position.
- Ability to spend the majority of the day standing or moving about. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.

Work Environment and Conditions:

- Work is performed in a retail/warehouse environment
- Must be comfortable working with the public

Hours: 24 - 40 hours per week depending on need. ReStore is open Monday – Saturday. Saturdays are required by the schedule. Schedule is determined by the ReStore Operations Manager and Logistics Supervisor.

Compensation: Determined by experience

Truman Heritage Habitat for Humanity is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability or any other characteristic protected by law.