

ReStore Donation Ambassador (Truck Driver) Job Description

Title: ReStore Donation Ambassador, Habitat for Humanity of Chester County, Inc. (HfHCC)

Accountable to: ReStore Operations Director, Habitat for Humanity of Chester County, Inc. (HfHCC)

General Description:

This position is responsible for supporting the ReStore team in the handling of donated goods from the point of donation through delivery to the ReStore's receiving area and sales floor. The Donation Ambassador must have the ability to repeatedly lift and move 100lbs or more during the loading, unloading and processing of donations and the willingness to be outdoors picking up donations in a variety of weather conditions. A clean driving record and the ability to handle a vehicle under 26,000 GVW (no CDL required) is necessary.

Primary Responsibilities:

- Must be able to embrace the vision of HFHCC, and the ReStore's role in it, and effectively communicate the vision to volunteers, customers, and donors.
- Safely drive 20ft box truck to retrieve donations from private residences and retail partners.
- Assist driver in operation of GPS and phone in order to safely navigate from point to point.
- Accept and carefully load donations with a smile.
- Provide safe transport of saleable goods to the ReStore's processing area.
- Exercise good judgment when assessing donations, occasionally politely refusing items.
- Assist in the processing of donated items within the ReStore.
- Maintain regular contact with Procurement and ReStore Teams, and donors.
- Knowledge of HfHCC's mission and donation pickup policies and the ability to effectively communicate it to donors.
- Foster and maintain a positive relationship with donors on behalf of HfHCC.
- Maintain accurate accounting of time worked, while staying within allowed hours.
- Other duties as assigned or necessary for the effective operation of the ReStore.

Requirements

- Excellent customer service and verbal communication skills.
- High School diploma or equivalent required.
- Ability to lift/carry 100 lbs. or more, plus bending, twisting and reaching.
- Driver's license required with a clean record for minimum 5 years.
- Must successfully pass a DOT medical exam.
- Dedication to and ability to articulate the mission and values of Habitat for Humanity of Chester County.