



Job Title: Donations Ambassador

Reports To: ReStore Manager

FLSA: Non-Exempt

Estimated Time Commitment: Full-time 40 hours/week

Date of Job Description:

Organization: Habitat for Humanity of the Eastern Panhandle's mission is *Seeking to put God's love into action by bringing people together to build homes, community, and hope*. Since 1993, HFHEP has worked with local contractors, vendors, and community volunteers to assist 38 families in obtaining safe, affordable housing. Through the Habitat process, families build strength, stability, and self-reliance. Strong and stable families in safe, affordable homes create strong and stable communities.

Basic Functions: Work as part of a team to drive the ReStore donation truck to scheduled pickup locations, meet with donors, and load/unload donations.

Principal Duties:

- Operate donation truck(s) in a safe, lawful, and courteous manner.
- Maintain cleanliness of trucks interior and exterior (cab/daily; exterior/weekly).
- Perform regular maintenance checks to ensure the truck is safe to be on the road.
- Load and unload donations in a safe and efficient manner.
- Ensure donor receipts are completed for each donation pick-up.
- Work with ReStore managers and volunteers to ensure all donations stay together and do not get separated.
- Place and secure loads as trained.
- Be professional and courteous in interactions with donors, demonstrating utmost care and concern for personal property.
- Assist with donation processing, recycling, and store needs when not assigned to truck.
- Be willing and able to train and pass forklift training course.
- Driver must have a valid driver's license and be able to be added to Habitat vehicle insurance-this requires at least 5 years of driving experience and a favorable driving record.**

Other Duties:

- Communicate the mission of Habitat .
- Assist with Habitat special events as needed.
- Comply with all policies and procedures.
- Other duties as assigned by ReStore Manager.

Physical Requirements:

- Ability to stand for extended periods of time, to move and handle boxes of merchandise, furniture and fixtures over varied terrain including stairs and through doorways, as well as lifting at least 75 pounds assisted.
- Ability to understand and communicate in English; other languages are a plus.
- Ability to work varied hours/days, including nights and weekends as needed.
- Ability to pass a pre-employment drug test and random drug testing as selected.

Other Requirements:

- Adhere to schedule.
- Show initiative.
- Honesty.
- Be Drug free.
- Be customer service oriented with a positive attitude.
- Have dependable transportation to work.

Signature of Donor Ambassador

Date