



## POSITION ANNOUNCEMENT

**Position title:** ReStore Truck Driver  
**Department:** Habitat ReStore  
**Job type:** Non-exempt  
**Reports to:** ReStore Manager

**Summary:** The Habitat ReStore is the retail branch of Habitat for Humanity of Spartanburg with a mission of generating revenue through the sale of donated building materials and household items. Revenue generated supports the operating budget of Habitat for Humanity of Spartanburg. The ReStore provides low-cost household and home improvement items to the customer and increases Habitat's visibility in our community.

The ReStore Truck Driver is responsible for picking up items from donors and is often Habitat's first contact with the donor. The Truck Driver must represent Habitat for Humanity in a positive manner by executing job assignments in the most efficient, safest, and most professional way possible and always exhibiting courtesy to donors and other drivers.

### Primary Responsibilities:

#### 1. Operational:

- Notify donor of pickup day/time, including notification if unable to meet schedule
- Schedule pickup of donations in an efficient manner, minimizing driving time
- Keep the truck clean and report maintenance problems to the ReStore Manager
- Assure that the truck is properly maintained; perform a walk around inspection every day and record results
- Drive in a safe and courteous manner at all times, always wearing safety belt
- Receive donations in a professional and courteous manner and offer the donor a receipt. Always take precautions when removing items from a donor's home to avoid damaging walls & doorways as well as the donated item
- Items not suited for resale at the ReStore Sales Outlet must be declined in a professional manner in accordance with guidelines established by the ReStore Manager
- Insurance regulations prohibit removal of heavy items from the upper floors of a residence or business and notification to donor must be done in a professional manner
- Secure items on the truck for transport
- Unload items into the ReStore warehouse
- Assist ReStore staff by moving heavy items in the store or warehouse
- Follow all safety regulations and precautions in the ReStore and Warehouse
- Provide ReStore customers with assistance with loading merchandise when not picking up donations.

2. Other:

- Undergo Driver Training, including Defensive Driver Training, as assigned
- Any other tasks as assigned from time to time by the ReStore Manager or Executive Director.

**Knowledge, Skills, and Physical Requirements:**

- Valid driver license, with acceptable driving record
- Ability to operate all equipment necessary to perform the job
- Ability to communicate with associates and donors/customers
- Ability to read, count and write to accurately complete all documentation
- Physically able to stand for extended periods, and to move and handle merchandise, which entails lifting
- Ability to lift and carry 50 pounds
- Ability to work in all types of weather

**Acknowledgment:**

This job description covers the primary tasks of the job. Other tasks may be assigned, by the ReStore Manager or Executive Director, as necessary.

I understand and accept the stated duties and requirements of the ReStore Truck Driver position:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To Apply:** Send your resume & a signed copy of this announcement to ReStore Manager, 2270 S Pine St, Spartanburg, SC 29302 or [joe.walker@habitatspartanburg.org](mailto:joe.walker@habitatspartanburg.org).

*Habitat for Humanity of Spartanburg is an Equal Employment Opportunity employer.*