



**Job Title:** ReStore Part-Time **Truck Driver/Loader**

**Location:** 3140 Westerville Road, Columbus, Ohio 43224

**Reports To:** ReStore Store Manager and Director

### **Job Summary**

Drive box truck throughout Columbus to pick up donations for Habitat's ReStore. Load and unload items. Assist the Store Manager, Director, and other ReStore employees in the daily operations of the retail store. Majority of time will be spent in a fast paced retail/warehouse environment and out in varying weather conditions on your feet. Being able to coordinate and supervise individual and group volunteers from diverse backgrounds and age groups a must.

**Essential Duties and Responsibilities** include the following; other duties may be assigned.

- a. Ability to drive 24 foot box truck.
- b. Assist with the loading and un-loading of merchandise from vehicles.
- c. Assist with the carrying out of large sold items.
- d. Demonstrate a commitment to the quality improvement process and the philosophy of continuous improvement in the ReStore; identify and respond actively and with sensitivity to the needs of all customers; participate as a team player in all phases of the ReStore.
- e. Must possess willingness and ability to learn/memorize acceptance policies, follow procedures precisely, and multi-task.
- f. Personally provide customers and donors with courteous and prompt service at all times. Focus on customer service!
- g. Adhere to current Habitat/ReStore policies and procedures.
- h. Work with others to organize and clean the store.
- i. Relay any customer concern (with regard to service, pricing, and/or quality of merchandise) to Store Manager or Director.
- j. Maintain a working knowledge of existing and new products in the store, including location and pricing.
- k. Maintain an awareness of current advertisements and promotions to effectively serve customers.
- l. Coordinate/Cooperate with other volunteers, staff, and community service people making the experience fun and meaningful.
- m. Perform other duties and tasks as needed.

### **Physical Requirements**

Must be able to lift 75 pounds, stand, squat, bend, and climb in/out of truck.

### **Job Requirements**

- Clean driving record
- High School Diploma or equivalent
- Flexibility on work schedule

### **How to apply**

Go to [www.habitatcolumbus.org](http://www.habitatcolumbus.org) to get an application under the "About Habitat" tab/employment. Fax your completed application to 614-753-4200 or scan and email it to [habitat4humanityjobs@gmail.com](mailto:habitat4humanityjobs@gmail.com) Please be sure to include the position title on the application!

Habitat for Humanity – Greater Columbus is an EOE. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.