



**Habitat
for Humanity®**

ReStore®

Job Description Store and Truck Associate

Overview/Qualities

This team member provides a great friendly service to our donors and customers by being courteous and helpful. They have a professional demeanor and a strong work ethic. They are able to communicate ideas and issues to their colleagues (employees and volunteers) and the ReStore Manager. Their eager attitude enables them to be a productive employee who takes initiative. They also bring innovative and solution focused perspectives to all interactions.

Job Description

The S&T associate is responsible and accountable specifically for:

- Execution of the donor protocol for donation pick up, including calling donors prior to arrival, delivery to store and unloading into designated area.
- Collecting information on donor information slips for processing
- Processing merchandise to the floor and place within specified departments, when not actively out for pick ups.

In addition, the S&T Associate is responsible for the day-to-day duties of the ReStore, including:

- Responsible to dispose of all scrap and recycled materials
- Safely move and load customer purchases into their vehicle
- Maintain organized donation drop off zones
- Maintain organized warehouse
- Exterior maintenance of building daily
- Weekly cleaning of interior of truck, exterior as required
- Completing Weekly checklist to review maintenance of truck
- Ensure that Health & Safety protocols are followed at all times in a pro-active manner
- Will perform other duties as directed by store management.
- As a S&T Associate, ensure that the Customer Experience Protocol is followed
- Attend team meetings
- Acting as a team player who works collaboratively and effectively within an environment of respect, solution-finding, open & honest communication and innovativeness

Job Requirements

- Able to lift at least 50 lbs and participate in team lifts
- Must be available to up to work 40 hours per week between Tuesday - Saturday
- Requires the physical ability to sit, walk and stand for prolonged periods of time. This individual must stand, stoop, bend, grasp.
- Be able to safely load, transport and unload merchandise and other items
- Be able to drive and operate the ReStore Truck
- Class 5 license minimum requirement (must be fully licensed for at least three years)
- Must have a clean driver's abstract (no violations within the past three years, minimum)
- Bondable
- Bilingualism would be considered a definite asset
- CSA steel toe work shoe/boot required (an annual credit will be provided to assist with purchase)