



Job Title:	Lead Truck Driver
Job Role:	The Truck Driver / Customer Service Representative plays a vital role in providing an extraordinary experience for staff, donors, volunteers and customers. Safely load and unload donated items into and out of Habitat Store trucks and donor's and customers' homes and businesses. To contribute as a member of the team providing services for the Habitat Store, such as arranging and pricing merchandise and serving customers.
	<p>Truck Driver will be responsible for:</p> <p>CUSTOMER SERVICE</p> <ul style="list-style-type: none"> • Maintain as effective working relationship with Habitat for Humanity staff, volunteers, homeowners and store customers. • Occasionally supervise volunteers, ensuring they have a meaningful volunteer experience. <p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Perform daily vehicle inspections, keep vehicle clean, and maintain an inspection logbook. • Safely drive Habitat for Humanity vehicles to pick up and deliver donated goods. <p>PICKUP AND DELIVERIES</p> <ul style="list-style-type: none"> • Coordinate scheduling of donation pickups and deliveries. • Load and unload all donated materials. • Inspect donations and explain to donors on the phone and in person which products we can accept. • Work may require climbing ladders, considerable standing, bending, kneeling and reaching in awkward and tiring positions. • Communicate with Store Manager regarding incoming donations. <p>OTHER</p> <ul style="list-style-type: none"> • Other Duties as assigned by the Store Manager to assist other staff, donor and customers. Willing to have a flexible schedule and able to work the hours needed to meet the store's needs. • Pass random Drug and Alcohol Tests and annual physical.
Reports to:	Habitat Store Manager
Schedule:	This position is a part-time, non-exempt position. Typically work week is 25 hours; Tuesday-Saturday between 9:00am-2:00pm