

ReStore Driver/Warehouse Associate

Central Delaware Habitat for Humanity ReStore

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### **Job Description**

**Reports to:** ReStore Manager

**Time Commitment:** Part Time 30-35 hrs/wk non-exempt

**Description:** This position is responsible for picking up donated merchandise from local residences and businesses within Kent County, Delaware. Applicants must be able to operate a 16 ft Straight Box Truck. Position also requires working within the ReStore Warehouse with staff and volunteers.

#### **Primary Responsibilities:**

- Driving and maintaining the ReStore truck
- Keeping a truck maintenance log.
- Picking-up donated merchandise from private residences and local businesses. Also, vetting all donations for resale worthiness.
- Being a positive advocate for the ReStore and the Habitat Mission.
- Training of volunteer driving assistants.

#### **Other warehouse duties:**

- Vetting and receiving of “dropped off” merchandise.
- Moving and placing of merchandise on the sales floor for resale.
- Pricing of merchandise with fellow staff members as directed by the ReStore Manager.
- Operating the cash register and answering the ReStore phone.
- Provide customers with ReStore information and great customer service.

- Help to maintain a clean and safe working environment.

**Required Skills:**

- Ability to operate a 16-ft. Straight Body Truck or equal.
- Able to stand or move about the ReStore; climbing ladders, bending, kneeling and lifting 100+ pounds in a safe manner.
- Familiar with Kent County and the use of a GPS operating system.
- Possess basic truck maintenance skills.
- Able to work with staff and volunteers.
- Willing to engage ReStore customers in a polite and friendly manner.

**Other Requirements:**

- Have a valid driver's license and a clean driving record.
- Able to pass a criminal background and sexual offender check.
- Some computer skills (Microsoft Word/Excel)

**Educational Requirements:**

- High School Diploma.
- Operating and navigating a large box truck.

**How to apply:**

Cover letter and resume should be emailed to Shannon Sommeling at:

[ssommeling@centraldelawarehabitat.org](mailto:ssommeling@centraldelawarehabitat.org)

Central Delaware Habitat for Humanity is an Equal Opportunity Employer.

