



Store Associate

Habitat for Humanity of Kosciusko County

Earliest Start Date	January 2, 2024
# of Positions	1
Position title	Driver
Reports to	Assistant Store Manager
Classification	Part-Time, Hourly
Pay rate	\$16-\$20 per hour, based on experience/skills
Hours	20-30 hours per week, flexible schedule
Location	Habitat ReSale Outlet 3970 Corridor Dr., Warsaw, IN 46582

Position Summary

Welcome to the Habitat ReSale Outlet, where we **make homeownership a reality** for more families in Kosciusko County! How is that? Well, the ReSale Outlet is a storefront owned and operated by Habitat for Humanity where we sell **donated** furniture, cabinetry, appliances, and other home improvement goods. Everything is priced well below retail, good items avoid the landfill, and the revenue generated supports Habitat's local home-building efforts. It's a **win-win-win!**

That's where you come in! We need a reliable driver to travel to donors' homes and pick up large items that cannot be easily transported. You will be trained to understand every aspect of donation pick up, from driving the box truck to loading and unloading, as well as how to properly accept and deny items.

We need someone who excels in problem-solving, has excellent judgment, is a quick decision-maker, and has great customer service abilities. Come use your talents to make a **real difference** in our community through affordable housing.

Sound exciting? Keep reading to learn about this role's key responsibilities.

Key Responsibilities

This position is primarily responsible for serving as a **Pickup Driver and Donation Processor**.

1. **Pickup Driver:** You'll drive our box truck and, with assistance from other staff/volunteers, pick up donations from local residential and commercial donors.
2. **Donation Processing:** You will accept, unload, and process items to prepare them for sale. You may be asked to move items onto the sales floor, display them, and price them appropriately.

Day to Day Responsibilities

- Drive box truck for donation pickups
- Accept and unload donations from donors
- Communicate donation guidelines to donors
- Organize, clean, assemble and test donated items
- Occasionally assist customers in loading items into their vehicle
- Work alongside and lead volunteers

Education, experience, knowledge and skills needed

- Must be able to drive a 16' box truck (no CDL required)
- Highly responsible and reliable
- Excellent interpersonal communication and organization skills
- Strong problem-solving skills
- Great judgment and decision-making
- Great customer service skills
- Must be able to work independently and productively in a fast-paced environment
- Clean driving record
- Mission-driven

Education, experience, knowledge, and skills preferred

- High School diploma or GED
- Any level of fluency in Spanish
- Previous retail/customer service/delivery driver experience

Physical requirements

- Frequent able to lift up to 50lbs and occasionally up to 100lbs
- Must be able to load and unload large items unassisted
- Use carts, dollies, and other equipment to move large furniture, cabinetry, and appliances
- Sit, stand and walk for prolonged periods
- Bend over and squat as needed

Driver Guidelines

- Be at least 18 years of age (Drivers 18-21 must have a clean driving record and 1 year of driving experience)
- Have a valid license
- Have NO type A violations in the last 3 years
- Have no license suspension or revocation in the last 3 years
- Have no more than a total of 3 type B violations in the last 3 years
- Have no more than a total of 3 traffic accidents in the last 3 years

To apply, please contact our office at (574) 269-4104 or email your resumé (including 3 references with contact info) and cover letter to steph@kosciuskohabitat.org