

## Position Description

### Classification

Non-Exempt

### Reports to

Manager of ReStore Operations

### Summary/Objective

The ReStore Associate will assist the ReStore Pick-up Driver to continually refresh the ReStore's inventory by picking up donated merchandise throughout Pinellas & Pasco Counties and assist with processing and merchandising the ReStore.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist ReStore Pick-Up Driver to pick-up donations of building materials and home furnishings in an enthusiastic, safe and professional manner.
2. Off-load ReStore truck of all pick-up donations in a timely and safe manner. Assist with reconciling donation paperwork when needed.
3. Operate ReStore equipment in a safe manner, wear seat belts at all times when in the truck(s), assist ReStore Pick-Up Driver for clearances when arriving and departing all stops.
4. Assist with inspecting trucks and equipment daily for proper operation. Assist in keeping trucks well maintained and perform minor repairs. Report all truck issues or concerns to Pickup Driver.
5. Assist in maintaining and submitting daily paperwork in organized timely manner, as needed.
6. Maintain positive working relationships with all staff, volunteers, Habitat homeowners, customers and donors.

### Competencies

1. Be an Ambassador for Habitat and the ReStore's mission by supporting our efforts to maintain extraordinary relationships with all donors/customers/volunteers
2. Professional, enthusiastic, mission driven personality.
3. Enjoy working with diverse client base.
4. Familiarity with Pinellas County road system for assisting in pick-up navigation.
5. Outstanding verbal and telephonic communication skills. Legible handwriting skills.
6. Ability to handle and defuse challenging situations with tact.
7. Detail-oriented with the ability to manage multiple tasks in a fast paced environment.
8. Ability to work independently and in team environments.
9. Maintains confidentiality of information.
10. Knowledge of retail operations and experience working in a retail building supply environment.
11. Ability to use material handling equipment

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a truck Cab and Retail/Warehouse environment. On a regular

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basis, an employee will be susceptible to outside weather climate and conditions. This role routinely uses standard warehouse equipment such as forklifts, dolly carts, and hand trucks.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, reach with hands/arms, listen and communicate. The employee must be capable to lift and/or move 75+ pounds on a regular daily basis, occasionally required to stand and walk for long extended periods of time, climb or balance and stoop, kneel, crouch or crawl.

### Position Type/Expected Hours of Work

This is a full-time hourly compensated position.

### Education, Experience and Attributes

- Valid Driver's License
- High School Diploma
- Minimum two years of previous related experience.
- Ability to speak and write English fluently.
- Builds constructive and effective relationships.

### Other Duties

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### To Apply

Please send resumes and cover letters to [resumes@habitatpinellas.org](mailto:resumes@habitatpinellas.org)  
All resumes will be reviewed upon receipt.

*HfHPC is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

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**I agree to the fullest extent of my knowledge that the above description depicts my daily functions in my position.**

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date