**Job Title:** Pickup/Delivery Driver

**Reports To:** ReStore Manager / ReStore Director

**Status:** Full Time / Non-Exempt (hourly)

**Primary Purpose:** This position is responsible for providing excellent customer service and warehouse support. The Pickup/Delivery Driver is responsible for working with the Pickup/Delivery Assistant, Donation Staff, volunteers and the public. Directly work with the Store Manager and the Driver’s Assistant in the day to day operation of ReStore pickups and deliveries. When not out on pickups or deliveries the Driver will work in the area of the ReStore at the direction of the ReStore Manager.

ReStore employees are expected to perform all tasks safely, efficiently and effectively and to use polite and respectful communication with other staff, volunteers, customers, donors and the general public.

**Key Responsibilities:**

* Field and return phone calls, schedule donation pickups and deliveries
* Greet donors and inspect donations; accept donations that meet our guidelines and respectfully decline those that don’t
* Take care of and secure donations and deliveries while carrying and in transit
* Work with the Driver’s Assistant with daily inspection of the truck
* Ability to safely operate a box truck
* Have or obtain through the company a forklift license

**Required Knowledge, Skills and Abilities:**

* Work as part of a team with staff and volunteers
* Follow the lead of senior staff
* Manage time well, such as timely arrival for shift and reporting hours
* Use tools and equipment such as a forklift, pallet jack, dolly and hand truck properly
* Dress appropriately, have a neat appearance and wear a ReStore shirt and name tag
* Able to communicate ReStore and Habitat for Humanity policies and goals to the public

**Minimum Requirements**

* Valid Oregon Driver License with good driving record
* High School Diploma or equivalent
* Good reading, writing, communication and basic math skills
* Must be able to work efficiently with minimal supervision
* Physically able to lift, carry, push, pull over 60 lbs. Also reach, stoop, stand, bend, sit and walk

**Working Conditions**

* Dust, dirt, heat, cold, vibration, noise, rain

All employees are expected to maintain the attitude described in our mission statement. Work well with other employees, board members and volunteers to further the goals of the program. This position requires manual lifting in the range of 5 to 50 lbs. Employee may be required to stand for significant portion of all shifts. Must be able to work weekends. Compliance with general company standards is expected.