



Habitat
for Humanity®
Washington, D.C. &
Northern Virginia

We build strength, stability, self-reliance, *and* shelter.

Position Description

Job Title: ReStore Driver / Warehouse Associate

Reports to: ReStore Manager

Schedule: Monday through Friday, 9am – 5pm

Status: Full time, Non-Exempt

Position Summary:

As an integral part of Habitat DC-NOVA's ReStore team, the ideal candidate will be responsible, conscientious, and demonstrate excellent interpersonal, communication, and customer service skills. Duties within the ReStore include the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck, then delivering and unloading the merchandise at the ReStore. This position requires working 40 hours per week and will regularly include scheduled weekend days.

Duties and Responsibilities:

- Customer service, sales assistance, and assistance to donors
- Overseeing volunteers as needed, making their experience meaningful
- Processing cash, credit card and check transactions, following established procedures for each type of sale
- Operating a forklift
- Daily cleaning and organization of ReStore, including merchandising and displays
- Answering telephone and providing ReStore information, directions, meeting the caller's needs
- Maintaining an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers
- Driving Habitat vehicles to pick-up and deliver donated goods
- Loading and unloading all donated materials
- Screening for product usability when donors call or bring in donations
- Communicating with Donations Coordinator regarding incoming donations
- Other Duties as assigned

