



Houston Habitat for Humanity ReStore

Driver and Warehouse Assistant

Job Description

Houston Habitat Restore

Job Title: Driver and Warehouse Assistant

Reports to: ReStore Customer Service & Back Office Manager

Type: Non-Exempt

Mission

Seeking to put God's love to action, Houston Habitat for Humanity brings people together to build homes, communities and hope.

This position supports the organization's mission, vision, and values by performing all job functions as listed below in addition to incorporating a sense of service and helping others.

Essential Functions & Responsibilities

- Serve as driver to pick up donated and purchased merchandise for Restore
- Adhere to all applicable State Driving and Safety Laws
- Properly and safely load all materials.
- Return all materials to the Restore and properly account for each item that has been picked up
- Properly and safely unload all materials at the Restore
- Ensure customer satisfaction with donations of merchandise
- Ensure that merchandise is thoroughly cleaned and in good functioning condition.
- Assist with maintaining the warehouse back room and staging area and assist in keeping in a neat and organized fashion.
- Assist with stocking materials on showroom floor
- Assist with maintaining neat organized aisles
- Responsible for keeping Restore parking lot and side areas free of debris and loose items
- Ensure that all safety issues are addressed and corrected immediately or reported to management
- Properly document any broken or damaged items and obtain written permission from the Restore manager to dispose of any items.
- When needed answer customer's questions, help customers locate merchandise, assist to carry large and bulky items upfront to register area and if possible to customer's car, in a SAFE, efficient and timely manner.
- Any other duties and tasks as assigned by your manager.

Education, Experience & Skills and Other Requirements

- Two years experience in warehouse setting.

- Two years experience driving a box truck/van and pulling a trailer
- Must have a clean driving record
- Must have reliable transportation
- Experience with operating manual and automatic trucks
- Experience using a forklift
- Experience loading and unloading a truck manually and with a forklift
- Good interpersonal skills, along with excellent customer service skills.
- Construction experience a plus
- Bilingual English and Spanish preferred
- Follows instructions and responds to management direction.
- Ability to work with little supervision and takes responsibility for own actions.
- Good attendance and punctuality a must.

Physical & Environmental Demands

- Must be able to stand, squat, bend, and climb ladder.
- Must be able to lift up to 50 lbs, with possible extended time on feet.
- Occasional exposure to outside weather conditions (hot, humid, rain, and cold).

To apply for this position: Email your resume to:
bbaildon@houstonhabitat.org

Please include the position title “Driver” in the subject line.



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