

## **JOB POSTING: ReStore Donation Pick-Up Ambassador**

### **Job Summary:**

The ReStore Donation Pick-Up Ambassador is responsible for safely driving the Habitat for Humanity of Greater Nashville (HFHGN) donation truck and loading and unloading donations from the Nashville area. This position is also responsible for truck maintenance to include mechanical, safety and cleanliness. This position will work as a team player, aligning motives, values and beliefs with HFHGN values, recognizing that his/her actions directly impact the agency and the overall donor experience combined with Great Customer Service.

### **Key Responsibilities:**

- Screen donations to determine usability for ReStore
- Proper packing and securing of donated items
- Unload and load donations at designated ReStore locations
- Provide efficient professional service to donors and share the Habitat ReStore mission
- Ensure that vehicles are properly maintained on a daily basis using daily inspection sheet
- Collaborate with ReStore Administrator to effectively provide a great service experience
- Adhere to all safety regulations, both company and TDOT
- Effectively utilize donation software and navigational system
- Supervise temporary laborers and volunteers assisting with donation pickups
- Respond to customer inquiries regarding Habitat and general merchandise questions
- Familiar with all ReStore merchandise pricing and donation guidelines

### **Essential Functions of the Job**

- Ability to follow verbal and written instructions
- Effective interpersonal, oral and written skills
- Ability to move merchandise up to 100lbs
- Ability to load and unload trucks
- Maintain proper records using computer software program
- Align motives, values and beliefs with Habitat values
- Demonstrate responsiveness and sensitivity to customer needs.

### **Qualifications**

- High school diploma or equivalent
- Experience in driving commercial truck or towing trailers
- Good driving record
- Automobile mechanical aptitude

### **Time Requirements:**

- 40 hours per week. Occasional over-time may be offered. Satisfactory attendance is required.
- Participate as Staff support at the Habitat Build Site occasionally

\* HFHGN is an Equal Opportunity Employer and a TN Drug Free Workplace

\*\*\***Please send a resume and three references to: [jobs@habitatnashville.org](mailto:jobs@habitatnashville.org)**\*\*\*