

Position Title: Driver/Warehouse Associate
Department: Restore
Reports to: Restore Director
Supervises: Not applicable
Compensation: \$14/Hour
Regular, full-time, non-exempt from overtime

We hire people who are enthusiastic about making a difference here in the Greater Sacramento Region. Join our team of change makers and dream builders.

Habitat for Humanity of Greater Sacramento provides Sacramento and Yolo County individuals and families with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization.

The Restore Driver/Warehouse Associate will transport, load, and unload donations from various corporate and private donors to the Habitat for Humanity of Greater Sacramento warehouse. The Driver/Warehouse Associate must have an exemplary driving record and should respect the rules of the road. This position is responsible for day to day care of the vehicles under their responsibility by keeping them clean and immediately reporting maintenance issues to management. As the face of Habitat with many key donors, the Driver/Warehouse associate must always stay focused on providing excellent customer service. When not driving, this position will assist with the operations of the loading dock as well as the ReStore sales floor when needed. Additional responsibilities will be as assigned by the Restore Director and/or Restore Assistant Manager.

Responsibilities

- Operates equipment as necessary for safe and successful job performance, including motor vehicles (trucks, vans, forklift) and a variety of warehouse equipment (stock ladders, hand trucks and carts, trailers)
- Observes legal and defensive driving practices, following all appropriate driving safety principles and laws
- Reports all vehicle related maintenance and accidents promptly to Restore Director and Office Manager, following affiliate protocols
- As directed, transports and delivers goods and materials to Restore customers and/or Habitat construction sites while on an assigned route
- Picks up, delivers, loads and unloads items from corporate and private donor locations safely, quickly, and accurately, according to the instructions provided by Gifts In Kind Officer
- Communicates all donor feedback received while on route clearly and expediently to Gifts In Kind Officer and Restore Director
- Delivers selected stock materials for third-party recycling when applicable
- Receives, unloads, inspects and shelves incoming items according to established procedures
- Works with Restore team to maintain warehouse stock, moving inventory as needed
- Collaborates with Restore Director and Gifts In Kind Officer to maximize pick up routes and opportunities to most efficiently use affiliate resources and best serve donors
- Responsible for maintaining accurate and complete donor and vehicle records
- Participates in periodic warehouse inventory and other team projects as directed
- Works in a safe, clean and orderly condition; ensures compliance with appropriate safety regulations
- Establishes and maintains effective working relationships with those contacted in the course of work including other Restore team members, volunteers, and donors
- Performs other related duties, responsibilities and errands as assigned

Qualifications

Required: Class A license not required, clean driving record is a MUST. Minimum high school diploma or equivalent is required. At least three years of professional driving experience preferred, other qualifying experience may be considered. One year of warehouse experience is desirable. Must be reliable, punctual, and dependable with scheduling and time management. Knowledge should include principles and practices of safe driving techniques; principles and procedures of warehousing operations; methods and techniques of receiving and storing equipment, materials and supplies; methods and techniques of loading and unloading materials. Previous forklift experience/certification a plus.

Desired Personal Qualities: Must have capacity to work independently with minimal direction. Good verbal and written communications skills are required, including ability to understand and follow oral and written directions. Team-focused, can-do attitude desired. Able to respond positively to unexpected changes in scheduling or route plans.

Physical Requirements: Candidate should have ability and will be expected to maintain personal physical condition appropriate to the performance of assigned duties and responsibilities associated with regular driving of a large motor-vehicle as well as in a warehouse environment; including a physical capacity lift or otherwise move items weighing up to 75 pounds unassisted. Must have vision and hearing abilities to safely operate a motor vehicle according to CA DMV requirements (aided and/or unaided). May be asked to operate a variety of motor vehicles, machinery or equipment, including trucks, vans, forklifts, stock ladders, hand trucks, carts, and trailers. Pick-up and delivery responsibilities may involve exposure to weather heat, cold and rain.

Additional Physical Actions:

- Driving motor vehicle (truck, van, forklift)
- Standing
- Sitting
- Lifting bulk objects
- Walking
- Bending

Licenses and/or Certificates: Candidates must possess a valid California driver's license and meet our organization's automobile insurability requirement. (See attached job appendix.) Selected other equipment use certifications may be required (forklift certification, CPR certification, etc.) at the organization's expense.

To apply: Submit resume and cover letter to Employment@HabitatGreaterSac.org

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other tasks and duties. You will be evaluated in part based upon your performance of the responsibilities listed in this position description. Management has the right to revise this position description at any time. Any revisions after hire will be provided in writing.

Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Habitat for Humanity of Greater Sacramento's employees to perform their job duties may result in discipline up to and including discharge. Habitat for Humanity of Greater Sacramento encourages low and very-Low Income individuals to apply. Habitat for Humanity of Greater Sacramento is an At Will Employer. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.