



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

Position Title: Driver/Warehouse Associate  
Department: ReStore  
Reports to: Transportation & Logistics Manager  
Supervises: Not applicable  
Compensation: \$13/Hour  
*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 local families with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization.

The Driver/Warehouse Associate will transport, load, and unload donations from various corporate and private donors to the Habitat for Humanity of Greater Sacramento warehouse. They will also transport supplies to and from Habitat build sites as needed. This associate is responsible for the ongoing cleanliness of Habitat vehicles and provides excellent customer service to donors. They will assist with the operations of the loading dock as well as the ReStore sales floor when needed. Additional responsibilities: As assigned or directed by the Transportation and Logistics Manager.

### **Responsibilities**

- Operates equipment as necessary for safe and successful job performance, including motor vehicles (trucks, vans, forklift) and a variety of office machines and warehouse equipment (telephones, stock ladders, hand trucks and carts, trailers).
- Observes legal and defensive driving practices, following all appropriate driving safety principles and practices.
- As directed, transports and delivers goods and materials to locations on an assigned route. Picks up, delivers, loads and unloads items from donor locations quickly and accurately.
- Distributes selected stock materials to the Construction department as directed.
- Delivers selected stock materials for third-party recycling as directed.
- Operates a forklift to move and arrange stock in warehouse. (Certification to be provided.)
- Receives, unloads, inspects and shelves incoming items according to established procedures.
- Works with ReStore team to maintain warehouse stock, moving inventory as needed.
- Responsible for maintaining accurate and complete records; participates in periodic warehouse inventory 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.
- Performs other related duties, responsibilities and errands as assigned.

### **Qualifications:**

**Required:** Minimum high school diploma or equivalent is required. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Desired qualifications: At least three years of professional driving experience preferred. One year of warehouse experience is desirable. Knowledge should include principles and procedures of warehousing operations, methods and techniques of receiving and storing equipment, materials and supplies; principles and practices of safe driving techniques; health and safety regulations as they apply to warehouse operations; operational characteristics of warehouse equipment; methods and techniques of loading and unloading materials. Previous forklift experience/certification a plus. Class A license not required, clean driving record is a MUST.

**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. Must be reliable, punctual, and dependable with scheduling and time management.

**Physical Requirements:** Position requires manual dexterity to move and shelf merchandise. Candidate should have ability and will be expected to maintain personal physical condition appropriate to the performance of assigned duties and responsibilities within a warehouse environment, including a physical capacity to operate fork-lifts and to lift or otherwise move items weighing up to 75 pounds unassisted. 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, 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 the State's automobile insurability requirement. Selected other equipment use certifications may be required.

**To apply:** Submit resume and cover letter to [Employment@HabtiaGreaterSac.org](mailto:Employment@HabtiaGreaterSac.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.