



Position Title: Donation Ambassador/ DRIVER

Department: ReStore

Reports to: ReStore Manager

FLSA Status: Non-Exempt – Hourly

Date: 11/20/2024

The HFHS ReStore is a nonprofit home improvement store and donation center that sells new and gently used furniture, home accessories, building materials, and appliances to the public at a discounted price. The ReStore operates by accepting donations of items from businesses and the general public. The donations are then resold to the public for purchase and proceeds support the mission of low-income housing for families in need within Harford and Cecil Counties.

Description

This position is responsible for driving the donation truck to pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and trailer, returning to ReStore and unpacking merchandise and assisting customers within the ReStore.

Essential Duties and Responsibilities

- Has comprehensive understanding of the overall mission of the organization.
- Load and unload all donated materials, safely, carefully, and efficiently.
- Screen for product salability (is it clean, will it sell, age, and other conditions).
- Assist with supervising volunteers, providing clear directions and interactions for them to complete tasks within the ReStore by making their experience meaningful.
- Responsible for loading inventory and receiving and moving donations within the ReStore.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners, and ReStore customers.
- Clean and straighten areas of the ReStore.
- Assist in pricing donations.
- Work the cash register efficiently and accurately.
- Customer Service – provide relevant information in a helpful, friendly manner to customers who are shopping or wanting to donate items to the store. Greet customers, offer assistance, and answer their questions.
- Other duties as assigned by the ReStore Manager and Assistant Manager.



Qualifications/Competencies

- Must be able to lift up to 50 pounds and stand for long periods.
- Must be able to sit, stand, bend, reach, climb, and grab.
- A high school diploma and valid MD driver's license are required.
- Must have clean driving record.
- Must be able to pass the DOT exam.
- Must be able to drive to specified locations in Harford and Cecil Counties.
- Prior cash register and customer service experience is a plus.
- Experience with forklifts, hand trucks, and other moving equipment is a plus but not required.
- Hard worker, detailed oriented and be self-motivated.

Working Conditions

Position requires work in the field and a retail store environment.

May be exposed to outside weather conditions (rain, sun, wind, etc.).

Exposure to building materials.