

# Habitat for Humanity of the San Juans



## ReStore/Truck Job Description

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### Position Available Until Filled

**GENERAL SUMMARY:** To accurately and promptly assist in all aspects of donations including inspection of items, pricing, cleaning, stocking and pick-ups while using all safety precautions, proper procedures and common sense in a friendly and helpful manner. Cashier position is responsible for the processing and accepting of payments for purchase of items, answering general questions about the store and merchandise, welcoming customers to the store and assisting customers

### RESPONSIBILITIES

- Follow and adhere to all safety standards
- Inspect donations carefully & enforce requirements tactfully
- Clean, sort, price and stock inventory.
- Help load and unload donations from vehicles
- Assist in display of merchandise
- Track donations received and distribute donation receipts
- Cleans bathrooms, offices, parking lot, and retail area on daily basis or as needed
- Accurately operate the POS/cash register and refer to established pricing schedules
- Process cash, credit card, gift card transactions, following established procedures for each type
- Always maintain and balance cash drawer
- Keep up to date on methods of pricing, inventory and procedures
- Greet guests, answer questions, and provide assistance as needed
- Answer telephone promptly and provide store information, directions, etc.
- Attend all staff meetings
- Regularly communicate with management and coworkers

### ADDITIONAL TRUCK OPERATOR RESPONSIBILITIES

- Load donated items using safe lifting procedures
- Completes a daily route in a timely basis in areas scheduled for pick up
- Works closely with the public and receiving logistic team
- Unloads donated items before and after daily route
- Maintains the vehicle including washing exterior, interior and cargo hold
- Communicates any maintenance or repair issues of the truck to the management team
- Maintains safety log before and after daily route
- Responsible for all keys, locks, GPS equipment and cell phones provided to driver

### QUALIFICATIONS

- Must be able to stand for 4 hours at a time
- Must be able to lift 50+ lbs. with assistance
- Must be flexible, enthusiastic, and willing to advocate the mission of Habitat for Humanity
- Must be comfortable with the use and operation of warehouse material handling equipment such as a hand truck or dolly
- Accurately operate the POS/cash register and refer to established pricing schedules
- Process cash, credit card, gift card transactions, following established procedures for each type of sale.
- Exhibit positive working attitude by demonstrating respect for fellow workers, donors and customers.
- Demonstrated history of being a self-starter.
- Truck Operators must have clean driving record of 3+ years, pass drug test

Must have a valid driver's license, reliable transportation, be able to pass a background check, have a great sense of humor, an honorable work ethic, appropriate work attire, a team mindset and a heart for our mission.

Applications can be picked up at 1601 N. Townsend -Habitat for Humanity of the San Juans ReStore or emailed to [habitatforhumanitymontrose@gmail.com](mailto:habitatforhumanitymontrose@gmail.com)



Habitat for Humanity of the San Juans is an equal opportunity employer. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.