

Job Title: Habitat Store Pickup Driver

Position Location: Charlottesville, Virginia

Reports to: Operations Manager

Employment Type: Full-time, Non-exempt, Salary. Includes occasional evenings and weekends.

Schedule: Tuesday-Saturday

Habitat for Humanity of Greater Charlottesville Overview:

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting edge non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the community of Greater Charlottesville. Homes are built with a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty world-wide.

In 2013 Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat owns and operates the Southwood Trailer Park with a similar goal of redeveloping it responsibly and compassionately as a mixed-income, mixed-use, sustainable community for current and future residents. Southwood is the area's largest single concentration of affordable housing and its greatest remaining redevelopment opportunity. When complete, the redeveloped Southwood will be unprecedented in scale nationally.

Prerequisite Requirements:

- One year experience driving a box truck or comparable vehicle
- Valid Driver's License
- 3 to 5 years of prior customer service experience is preferred
- Demonstrated ability to multi-task, plan, organize, and implement multiple projects and meet deadlines with high quality work
- Professional demeanor and attitude at all times befitting a public representative of Habitat for Humanity of Greater Charlottesville
- Ability to work well with volunteers and supervise them effectively
- Excellent communication skills
- Positive, "can do" personality
- Professional appearance at all times befitting the public face of Habitat
- Flexibility to work occasional nights and weekends
- Sensitivity to the needs of people from multiple cultures and backgrounds
- Commitment to Habitat for Humanity's mission of service to others

- Ability to lift 75-100 lbs. consistently and be on feet for long periods of time in extreme temperatures

Pick-up Driver Duties:

- As needed, contact donors to confirm scheduled pick-ups or alert them of delays
- Complete daily vehicle inspections and adhere to all truck safety guidelines
- Provide donation receipts to each donor
- Screen donations for acceptability and load safely, professionally and efficiently
- Effectively supervise volunteers as needed
- Exhibit a positive attitude and spirit of cooperation with fellow workers, volunteers, donors and customers
- Communicate proactively with Logistics Coordinator to ensure high quality donor experience
- Keep truck clean and in good repair
- Oversee truck maintenance and repair in cooperation with Operations Manager
- Ensure truck has preventative maintenance appointment with Abbott Trucking every 5000 miles
- Perform other duties as assigned by Operations Manager

Retail Support Duties:

- Provide friendly, professional and personalized customer service on sales floor to drive sales and ensure optimal customer/donor experience
- Be knowledgeable about Habitat's mission and convey it effectively to customers, donors, and volunteers
- Adhere to all Store policies and procedures
- Adhere to safety procedures and ensure safe environment for customers, donors, staff, and volunteers
- Assist with loading and unloading
- Assist Warehouse Coordinator with placement of donations on the sales floor or in warehouse
- Assist Warehouse Coordinator with cleaning and organizing of warehouse