# ReStore Associate/Truck Driver

**Reports to:** Store Manager

**Job Type:** Full Time (40 hours)

Part-Time (20 Hours)

Summary description: The ReStore Associate/Truck Driver will support daily store activities at the direction of the ReStore Manager. Primary responsibilities include picking up donations, assist customers and donors, working the cash register, and assisting with the efficient flow of materials into the store. Though not an exhaustive list, specific duties are outlined below:

* Execute countywide pickups and deliveries
* Screen drop-off donations for acceptability and unload professionally and efficiently
* Coordinate the flow of incoming materials either into the store or a designated processing area
* Load customer purchases safely and professionally
* Provide superior customer service at all times
* Answer and respond to incoming calls regarding store location, donation information, directions, etc.
* Handle cash, check, and credit transactions with customers
* Adhere to established safety procedures and ensure safe environment for customer and donors
* Maintain clean store and storage area through sweeping, proper merchandising and storage
* Supervise community service workers and volunteers
* Coordinate recycling collection and proper disposal of trash
* Make miscellaneous repairs to damaged but valuable donations
* Process incoming materials for transition to retail floor (includes dusting, removing hinges, cleaning glass, etc.)
* Assist in deconstruction activities of houses that are being renovated or demolished
* Assist with community events promoting Bowling Green Warren County Habitat for Humanity and the ReStore.
* Perform other duties as assigned by the ReStore Management.

**Requirements:**

* High school diploma/GED required
* Valid Driver’s License
* Great track record of providing excellent customer service
* Willingness to work with volunteers
* Excellent communication skills
* Effective organizational skills
* Desire to work with diverse staff and customer base
* Committed to BG Warren Co HFH mission and environmental stewardship
* Able to lift up to 50 lbs