



Habitat for Humanity of Wake County ReStore, Part-time Donation Pickup Driver

Habitat for Humanity of Wake County is a non-profit organization that partners with families to build safe, decent affordable housing.

Reports to: Donation Procurement Manager

Summary Description: The Donation Pickup Driver manages the collection of off-site donations, transporting them to the ReStore.

General duties include but are not limited to:

- Ability to drive and operate a manual 26ft box truck safely
- Document correspondence with donors
- Perform excellent customer/donor service
- Load and pack materials to minimize damage
- Screen and examine each donation on site
- Coordinate donation receipts with Donation Procurement Manager
- Lead in proper unloading of donated materials
- Act as a representative of Habitat for Humanity, a community leader.

Requirements:

- Clean criminal background check
- Excellent driving record
- Ability to lift a minimum of 50lbs., continuously
- Ability to work independently and follow instructions
- Team player with a good attitude; intent on helping others and the community
- Part time position of 24 hours a week
- Must work every Monday and Saturday, with an additional half day during the week

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws. THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

*This description covers principle duties only and is not intended to include all of the duties that may be assigned.

Please mail or e-mail your resume and cover letter to Natalie.chesson@habitatwake.org

No phone calls please!

Natalie Chesson, Habitat for Humanity of Wake County
2420 Raleigh Blvd., Raleigh, NC 27604