

The mission of Habitat for Humanity of Greater Pittsburgh is to bring people together to build homes, communities, and hope in Allegheny County. The ReStore supports this mission by generating revenue through the sale of donated materials and household items to support the affiliate.

Habitat Pittsburgh is seeking a Retail Driver responsible for the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and returning to ReStore and unpacking merchandise.

Essential functions of the position are as follows:

- Load and unload all donated materials
- Screen for product usability during pickups and when product is donated at store
- Communicate with ReStore Manager regarding incoming donations and scheduling concerns.
- Occasionally supervising volunteers, making their experience meaningful.
- Drive HFHGP vehicles to pick-up and deliver donated goods
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Operate a cash register to document sale of merchandise as needed.
- Process cash and credit card transactions, following established procedures for each type of sale.
- Occasionally assisting with donation pickup scheduling. Ensure that all ReStore policies and procedures are followed when completing donation activities.
- Assists in donation-related activities such outreach events and social media marketing.
- Occasionally answer telephone and provide ReStore information, directions, meeting the caller's needs.
- Weekly vehicle check to insure safe operating conditions of trucks and report any maintenance issues to ReStore Manager for repairs.
- Other Duties as Assigned by the ReStore Manager

ADDITIONAL QUALIFICATIONS

- A. Support of Habitat for Humanity's Mission
- B. Knowledge, Skills and Abilities
 - Excellent customer service skills
 - Ability to drive a 12' or 16' box truck, as needed
 - Knowledge and experience in retail sales
 - Must be a good listener and be able to engage in well-considered discussions
 - Ability to lift 75 pounds
 - Ability to spend portions of the day standing or moving about ReStore. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- C. Education and Experience
 - a. Basic Requirements:
 - i. 18 years of age or older
 - b. Preferred Requirements:
 - i. High school diploma or equivalent
 - ii. 1+ years retail experience

iii. Customer service experience, preferably in a retail environment

D. Certificates/Licenses/Additional Qualifications

- a. Successful passage of criminal background and drug screen testing
- b. Must have a driver's license and maintain a good driving record per Habitat Pittsburgh insurance standards

PAY RATE AND HOURS:

Pay range: \$15-\$20/hr.

Category: Non-exempt, hourly at 35 hours per week

Standard hours: Tues-Sat 8:00am – 4:00pm

TO APPLY: Qualified candidates should e-mail a resume and cover letter to employment@pittsburghhabitat.org.