



Job Description: Donation Collection Assistant & Warehouse Associate

Job Title: Donor Collection Assistant & Warehouse Associate

Department: ReStore

Reports to: Warehouse Supervisor

Type: Part-Time

Classification: Non-exempt

Pay Range: \$14.50/hour

Essential Duties and Responsibilities

1. Truck/Donation Collection Assistant

- Assist in donation pickups on ReStore truck route.
- Serve as a backup driver when primary driver is not available or scheduled. Drive ReStore truck to pick up donation items from donors.
- Ensure ReStore vehicles are properly maintained and safe to operate; coordinate with the ReStore Donation Supervisor to have any necessary maintenance completed.
- Screen donations for product safety and usability.
- Collect donation receipts and submit them to the ReStore Donation Supervisor daily.
- Collect gas receipts and submit them to the ReStore Donation Manager daily.

2. Warehouse Support

- Assist the Warehouse Supervisor in store when not doing pickups.
- Operate the forklift in accordance with safety and usage guidelines.
- Assist donors as needed.
- Work with the warehouse staff to coordinate the flow of donated materials to the sales floor.

3. Complete other duties as assigned.

Qualifications

- High school diploma or equivalent.

- Knowledge of and commitment to the mission of the Midlands Habitat's ReStore.
- Excellent customer service skills including the ability to graciously decline unsuitable donations, tactfully resolve issues with donors, and request assistance from management as needed.
- Ability to lift 75 pounds. Work may require climbing in and out of the ReStore truck, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Must have a valid driver's license and maintain a good driving record.
- Must pass a Criminal Background Check and Sexual Offender Check.

Schedule:

Depends on business needs. Restore is open from Monday through Saturday – 9 am to 5 pm.

Trucking driver type:

- Company driver

Trucking route:

- Local

Education:

- High school or equivalent (Preferred)

License/Certification:

- Driver's License (Required)

Work Location: In person