

Donation Ambassador

Habitat for Humanity ReStores are nonprofit home improvement stores and donation centers that sell new and gently used furniture, appliances, home accessories, building materials and more to the public at a fraction of the retail price. ReStores are independently owned and operated by local Habitat for Humanity Affiliates. Proceeds are used to help build strength, stability, self-reliance and shelter in local communities and around the world.

As a Restore Donation Ambassador, you are responsible for driving to donor locations during scheduled pick-up times to receive donations from commercial donors, as well as making curbside deliveries of items purchased at the ReStores. This job requires lifting and moving large appliances, furniture, boxes, pallets and other goods from donor locations into the truck and unloading the items at the ReStore for Donation Processing. Our ReStores are open 7 days a week.

This Position is Non-Exempt. Drivers are expected to work 40 hours a week. The location is Maple Shade, NJ. The position starts at \$16.00 per hour. Benefits package included for full time employees.

Responsibilities

- Assess quality of items and goods at donor site.
- Accept or Decline merchandise based on established guidelines.
- Use Vonigo software to properly record data acquired while out picking up merchandise.
- Load and unload all donated materials at the proper ReStore Donation Receiving Dock.
- Communicating with ReStore Manager regarding incoming donations.
- Drive HFHA vehicles to pick-up and deliver donated goods
- Maintain an effective working relationship with ReStore staff, donors, Habitat homeowners and ReStore customers.
- Operate forklift (Certification and Training Available)

Complete daily organizational/cleaning task including but not limited to:

- Clean out trucks
- Clear out Donation Processing area
- Merchandise donated goods on sales floor
- Maintain a safe working environment on and off the truck
- Provide transport of donated merchandise to and/or from the ReStore Storage Warehouse.
- Make deliveries of local merchandise to local residences and auctions as requested by management.

- Abide by all state, federal and local laws.
- 100% compliance with the Habitat for Humanity of Burlington and Mercer Counties Employee Handbook.
- Other duties as assigned by ReStore Management.

Qualifications

- Knowledge of retail sales and/or retail experience.
- Complete Criminal Background Check and Sexual Offender Check.
- Work is performed in a retail/warehouse environment.
- Ability to lift heavy furniture and building materials consistently and safely.
- Ability to lift up to 50 pounds.
- Ability to spend the majority of the day in a truck and able to operate safely on residential and urban roadways.
- Work collaboratively in a team-oriented environment.
- Must have a driver's license and maintain a good driving record. Specific guidelines based on Habitat Insurance requirements will be discussed prior to selection.
- Forklift Experience is a plus. (Not required.)

To be considered for this opportunity, please email a resume to: yhoward@hfhbmc.org