

Reports to: Store Manager
Hours: 30-40 hours per week Tuesday - Saturday (or as determined)
Status: Non-Exempt

Position Description:

The Donation Associate's primary duties (pick up, driving, receiving) are to pick up (residential and commercial) and receive donated merchandise, evaluate as to acceptability for sale, deliver to donation receiving area. Secondary responsibilities include customer service and merchandising during open hours.

Job Responsibilities:

- Receive donated materials delivered to the store by donors
- Using ReStore truck, pick up donated materials at contractor's or residential donor's site
- Regularly deliver waste to transfer station
- Assist with merchandising or customer loading
- Communicate professionally and personably with all donors
- Work cooperatively and positively with other staff and volunteers
- Perform such other tasks as requested by Store Manager
- Exhibit positive working attitude by demonstrating respect for fellow workers, donors, customers and volunteers
- Provide excellent customer service to donors and customers
- Provide routine truck maintenance and ensure repairs and service records are completed
- Complete paperwork, analysis and record keeping of donated items and Nevada County driving routes according to policy
- Follow the highest ethical and professional standards
- Learn and adhere to all policies and procedures including safety standards
- Participate in required training

Physical Requirements:

- Lifting up to 50 pounds without assistance
- Bending, twisting, reaching, pushing, pulling, and performing repetitive motions
- Standing and walking for up to 8 hours/shift
- Moving merchandise with carts, dollies, hand trucks and other moving equipment

Qualifications and Experience

- Must have valid driver's license and clean driving record
- Demonstrated history as self-starter, reliable, dependable, responsible and professional employee
- Proven ability to apply good judgement, strong ethics, consideration and even temperament at work
- Willingness to learn and support Mission of Nevada County Habitat for Humanity
- Foster and contribute to a positive team oriented work environment
- Experience driving larger delivery vehicles preferred
- Experience with home improvement and hardware merchandise a plus
- Experience moving, packing, shipping or receiving a plus
- Knowledge and familiarity with region, community and neighborhoods a plus

JOB SPECIFICATIONS

- Education: minimum High School diploma
- Computer: Computer literacy, email, internet search engines
- Software skills: Proficiency in Microsoft Office applications preferred

Email cover letter ***and*** resume to: Kayla@nchabitat.org or mail copies of your cover letter and resume to:

Nevada County Habitat for Humanity, P.O. Box 2997, Grass Valley, CA 95945

Attn: Kayla Olson

Or drop off at ReStore, 13259 Loma Rica Drive, Grass Valley, CA 95945

No phone calls Please