

Position: ReStore Truck Assistant – Mississippi Gulf Coast - Habitat for Humanity of the MS Gulf Coast (HFHMGC)

Resumes accepted by email to jobs@hfhmgc.org. Please include a brief letter describing your interest in the position. No phone calls please. Applications will be reviewed quickly, and interviews will be conducted on a rolling basis.

Primary Role: The ReStore Truck Assistant – Mississippi Gulf Coast (Assistant) will serve as a team member facilitating residential and corporate donations, collecting, and distribution of items to be sold at ReStore locations. The Assistant will support the ReStore box truck(s) operations across the Mississippi and Alabama Gulf Coast, accepting and loading material donations, and delivering them to ReStore receiving areas and sales floors. The Assistant should prioritize safety and efficiency while providing excellent service to donors and customers alike.

Responsibilities:

- Assist driver(s) on 16' or 26' box trucks daily to and from various donation pickup locations.
- Safely load and transport donated items from homes or businesses to a nearby ReStore.
- Be respectful of each donor's home or place of business, taking care to avoid damage or disruption.
- Navigate routes using Google maps or equivalent GPS on a company device.
- Establish friendly contact with scheduled donors to confirm pickup and give ETA prior to donation pickups; demonstrate excellent interpersonal skills while interacting with donors, thanking them for their donation and providing them with written donation receipts at the time of pickup.
- Screen items for quality and functionality; diplomatically decline some unsuitable items.
- Assistant should be able to make in the moment decisions to protect themselves, HFH equipment, and HFH reputation.
- Communicate in a timely manner with ReStore leadership on any issues at a donor location or ReStore.
- Assistant should have excellent time management skills.
- Support ReStore sales staff in coordinating the flow of donations through the dock, processing area and sales floor, and assist in keeping the dock and receiving area clean and organized.
- Operate a forklift as needed after receiving OSHA forklift certification (training provided onsite at the ReStore).
- Occasionally lead/supervise volunteers of all ages and abilities to accomplish ReStore goals.
- Always have a positive attitude in daily interactions with coworkers, volunteers, and donors, keeping in mind the ReStore's brand and Habitat for Humanity's reputation across the Gulf Coast.
- Give clear and friendly feedback to donors/customers who have questions or comments about the ReStore operation or Habitat for Humanity in general.
- Other duties as required by business needs and requested by the Market Manager or ReStore Director (e.g., "all hands-on deck" events such as annual inventory count, etc.).

Minimum Requirements:

- High school diploma or GED certification.
- Valid current driver's license and maintain a safe driving record.
- Minimum age 18.

- Able to repeatedly lift and carry 50 lbs. alone and perform team lifts of up to 150 lbs. during the loading, unloading, and processing of donations; and willing to work outdoors picking up donations in a variety of weather conditions.
- Previous forklift experience or certification a plus.
- Warehouse, retail, or transportation experience a plus (lifting, moving, packaging, transporting furniture/appliances/building materials).
- Coordination and dexterity to traverse challenging spaces while carrying a load and staying alert.
- Takes initiative; communicates clearly, concisely, and effectively; and a team player.
- Must pass criminal background, sexual offender, and annual motor vehicle record checks.
- Commitment to affordable housing and HFHMGC's mission, vision, and values.

Employment Status: Full-Time, hourly position with Monday through Friday or Tuesday through Saturday schedule.

Salary: Competitive pay depending on experience, plus a benefits package including medical insurance and 401k options.