

## **JOB DESCRIPTION**

**YOUR JOB TITLE: HABISTORE DONATIONS AMBASSADOR/DRIVER**

**WHO YOU REPORT TO: HABISTORE DONATIONS ACQUISITIONS MANAGER**

**WAGE AND HOUR JOB TYPE: FULL-TIME/NON-EXEMPT**

**PROGRAM: HABISTORE**

### **WHAT YOU CAN EXPECT TO WORK ON:**

The purpose of this position is to pick up items for donation around the Tucson area and vicinity. Unique pick-up routes are created daily, based on calls from donors. The driver is required to drive a box truck to the donor's home, load the items for donation and transport them back to the HabiStore to be unloaded and prepared to sell. Drivers also act as a moving billboard for Habitat for Humanity and should thus present themselves as the window to Habitat Tucson.

### **OUR MISSION... AND HOW YOU FIT INTO IT**

Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope. Your role is to make the people in the Tucson community aware of Habitat for Humanity Tucson, our goal to make neighborhoods collaborative and safe, and to carry out a comprehensive and diverse community presence strategy of community awareness, stakeholder growth, and community activities. Your work will reflect the integration of the following:

#### **Job Duties Include:**

- Safely load, transport, and unload donated items from donor's residence to the HabiStore and professionally answer any questions the donor may have about the HabiStore operation and/or Habitat for Humanity Tucson's Mission.
- Maintain proper paperwork out in the field.
- Routes report sheets.
- Take photos of denied donations.
- Maintain a cheerful, welcoming and supportive attitude toward customers and volunteers to promote an inviting and work and sales environment.
- Follow all store policy and standard operating procedures.
- Make sure all receipts are filled out correctly and are brought back to the store with the correct items picked up.
- Unload truck upon return and assist the Warehouse personnel on check-in of donated items.
- Assert yourself as part of the team and have a can-do attitude when asked to do things out of the scope of your current job description.
- Complete a 10-point inspection on each donation.

**YOU ARE:**

**Education and Experience:**

High School Diploma/GED or equivalent, prefer associates degree.

Experience in excellent customer service skills

Must be presentable and well spoken.

Must have a current and valid Driver's License with clean driving record.

Must be able to operate a box truck

Ability to read maps and use GPS

General knowledge of the city of Tucson (streets) and surrounding areas

**Skills:**

Need a high degree of integrity

Need to be diplomatic

Must display sound judgement

Need to be customer focused

Need to be a team player

Need to display a positive attitude

**OTHER NECESSITIES:**

Languages: Fluency in a second language, ideally Spanish, is desirable but not required.

License: Valid Arizona Driver's License and proof of clean driving record.

Travel: Pickups at businesses and donors' homes in Tucson and surrounding areas.

Working hours: The position is full time (40 hours a week). Additional hours may be required to perform the job. Must be able to work Saturdays.

Must be able to lift 75lbs or more safely and move larger objects with hand jack.

**PERFORMANCE GOALS:**

- Understand the five Key Result Areas in the Strategic Plan for 2016-2019 and the goals and objectives that relate to your area or program, finish these tasks on time, and report the completed results to the CEO.
- Determine goals for your drivers

**DESIGNATED SAFETY POSITIONS:**

**Initial** \_\_\_\_\_

HFHT has determined that any position that involves driving, repairing vehicles, operating power tools, or operating any equipment that could cause injury, death or property damage or deals one on one with a client or customer is a "safety sensitive" position. Also, because our funding comes from a federal funding source, failure to enforce policies relating to drugs that are designated illegal by the federal government, could subject us to losing our funding.

It is imperative that an employee be able to safely perform the essential functions of his/her job at all times. Therefore, anyone testing positive for any illegal substance or abusing a prescribed medication or under the influence of alcohol or marijuana while engaging in a safety sensitive position is subject to discipline up to and including termination.

Employees holding "safety sensitive" positions are not protected from termination even if they have a medical marijuana card.

**AMERICANS WITH DISABILITY SPECIFICATIONS  
PHYSICAL DEMANDS**

**Initial** \_\_\_\_\_

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit (20%), walk (50%) and stand (15%) and lift (15%). The employee must occasionally lift and/ or move up to 50 pounds, and up to 100 lbs with the help of a floor jack. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee may be exposed to weather conditions. The job is based in a retail environment with interruptions. The noise level is usually loud. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Habitat for Humanity, Tucson reserves the right to amend and change responsibilities to meet organizational needs as necessary.

**JOB DESCRIPTION AND ACCOUNTABILITIES ACKNOWLEDGEMENT**

I have received a copy of the job description and accountabilities. I have reviewed it and understand my responsibilities and what I am accountable for. I understand this is an evergreen document, and may be frequently updated and edited per the needs of the organization. Please sign and return original to Human Resources.

\_\_\_\_\_  
Employee name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date