

JOB DESCRIPTION

Position Title:	ReStore Donation Truck Assistant
Location:	Habitat ReStore – 104 Dawson Road, Guelph
Status:	Temporary Part-time
Hours/Days:	Up to 5 days per week varied shifts Monday through Friday
Reports to:	Logistics Manager
Works with:	Customers, ReStore volunteers and employees

Mission Statement: *To foster community awareness and support for Habitat for Humanity's goal of building safe, affordable housing and providing a hand up to seniors and families who pay a Habitat home mortgage for home ownership enhancing our community.*

The Habitat for Humanity brand embodies the notion of “family”. Our family includes the families who are building bright futures in their Habitat homes, volunteers, donors, customers and community partners. Habitat for Humanity Wellington Dufferin Guelph (WDG) is one of 56 Affiliates that comprise Habitat for Humanity Canada. We attain our mission with the support and assistance of volunteers, donors of goods to our ReStores, individual donors, corporate partners, gifts-in kind, and the community. The ReStore is a social enterprise with a goal to provide customers with quality new and used building materials, home furnishings, appliances, and other similar items, in order to generate net revenue to fund the operational costs of the affiliate. We pick up these donated items which are diverted from landfills and help other community members. It is a win, win, win for donors, the community, and the environment!

JOB SUMMARY:

Habitat for Humanity Wellington Dufferin Guelph is seeking a Truck Assistant to act as a Habitat ambassador, safely pick-up donated items such as building materials, furniture, and appliances, as well as assist with kitchen tear outs in Wellington Dufferin Guelph. This opportunity requires an energetic individual passionate about our mission with strong customer service and communication skills.

PRIMARY JOB RESPONSIBILITIES:

- Understands the Habitat philosophy and a desire to promote it.
- Communicates with donors in a professional and courteous manner.
- Carefully and safely loads and unloads merchandise ensuring the truck is packed safely and securely. Delivers the items to the ReStores and assists with moving merchandise onto the sales floor, as required.
- Assists in determining the most efficient route to perform daily pick-ups.
- Assists in evaluating the suitability of materials at pick up and salvage locations in accordance with established criteria.
- Assists with the removal of salvage materials in a safe and efficient manner. Ensures all salvage and pick-up sites and surrounding areas are left clean and undamaged.
- Assists in store operations when required.
- May be required to drive the truck, complete log books and vehicle circle checks.
- Coaches and trains volunteers ensuring a positive and supportive experience for all, as required.
- Assists in ensuring all vehicles have the proper tools and safety equipment for volunteers and staff, and volunteers and staff use proper equipment to assist in removing product.

SKILLS, COMPETENCIES AND EXPERIENCE:

- Able to lift up to 40 lbs. using a cart or dolly and possess reasonable agility to do the necessary physical labour.
- Good interpersonal, customer service and communication skills as you'll be interacting with the public at pick-up locations as well as the customers, staff, and volunteers in the ReStore.
- Valid class G or above driver's license; proof of insurability, a clean driver's abstract and vulnerable sector police check.
- In order to be covered by the organization's vehicle insurance plan, the driver must be 25 years of age or older.
- Minimum 1 year or more experience with driving larger trucks (16'-26'box) trucks is required.
- Ability to work in a team environment.
- Understanding of geographical locations within Wellington, Dufferin, and Guelph and ability to read a map and give directions would be an asset.
- Own green patch CSA approved steel toe boots/shoes are required.

APPLICATION:

Interested applicants are encouraged to send a cover letter and resume to HR@habitatwdg.ca. Due to the volume of applicants, only qualified candidates advancing in the process will be contacted.