

JOB DESCRIPTION

Position Title:	ReStore Truck Driver
Location:	Habitat ReStore – 104 Dawson Road, Guelph
Status:	Permanent Full-time
Hours/Days:	5 days per week varied shifts Monday through Saturday
Reports to:	Store Manager, Manager Growth & Development
Works with:	Donors, customers, ReStore volunteers and employees

Habitat for Humanity builds safe, decent, affordable homes to provide families a hand up to break the cycle of poverty. We do this with the support and assistance of volunteers, donors of goods to our ReStores, individual donors, corporate partners, and the community. We respect the diversity in generations, genders, ethnicities, races, languages, abilities, orientations and skills that our employees and volunteers reflect. We embrace a culture of inclusion, partnership, and engagement establishing meaningful connections with employees and the volunteers we rely on in a way that adds value to their lives.

Habitat for Humanity picks up donated items from donors' homes and places of business. These items 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 an energetic Truck Driver to act as a Habitat ambassador, safely pick-up and unload donated building materials and furniture, and oversee kitchen tear outs in Wellington Dufferin Guelph. This opportunity requires strong customer service and communication skills.

PRIMARY JOB RESPONSIBILITIES:

- Understands the Habitat philosophy and a desire to promote it.
- Communicate with donors in a professional and courteous manner.
- Carefully and safely load and unload merchandise ensuring the truck is packed safely and securely. Deliver the items to the ReStore and assist with moving merchandise onto the sales floor as required.
- Determine the most efficient route to perform daily pick-ups.
- In conjunction with the ReStore Coordinators, evaluate the suitability of materials at pick up and salvage locations in accordance with established criteria.
- Assist with the removal of kitchens and salvage materials in a safe and efficient manner. Ensure all salvage and pick-up sites and surrounding areas are left clean and undamaged.
- Assist in store operations when required
- Ensure 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.
- Ensure that log books and vehicle circle checks are completed daily and ensure vehicles are locked adequately at the end of business day.
- Check with the Scheduler for daily pick up schedule and use technology to ensure proper collection of data to facilitate donor receipt services.
- Coach and train volunteers ensuring a positive and supportive experience for all.
- Alert the Senior Shipping, Receiving and Recycling Coordinator to the condition of ReStore vehicles and repairs or maintenance as required.

SKILLS, COMPETENCIES AND EXPERIENCE:

- Valid class G or above driver's license; proof of insurability, a clean driver's abstract and vulnerable sector police check are required.
- 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.
- Able to lift up to 50 lbs. using a cart or dolly and possess reasonable agility to do the necessary physical labour.

- Strong 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.
- Ability to lead a small, diverse team of volunteers and provide coaching and positive feedback to volunteers.
- Demonstrated carpentry, renovation/repair, and/or skilled trade experience in order to understand the best method to safely dismantle and remove materials so they can be resold in the ReStore.
- Having a keen eye and understanding about items that could be salvaged/recycled (i.e. metals).
- Solid understanding of the safe use of hand and power tools commonly used in renovation projects.
- Knowledge of construction and what can be recycled and/or reused is an asset, but not mandatory.
- 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:

Send cover letter and resume to audrey@habitatwdg.ca. Due to the volume of applicants, only qualified candidates advancing in the process will be contacted.