

**POSITION DESCRIPTION**  
**HABITAT FOR HUMANITY OF WILLIAMSON COUNTY**

Position: **Donation Pick Up Driver**  
Classification: Non-exempt  
Status: Full-Time Employee  
Reports to: ReStore Director or his/her designee  
Evaluation: Annually within last quarter of fiscal year

**General Responsibilities**

The Donation Pick Up Driver is responsible for transporting donations, materials, customer purchases, and supplies. This person serves as a front-line employee who regularly interacts directly with the public and represents Habitat for Humanity of Williamson County Texas in the community.

**Specific Responsibilities**

- Drive route and pick up donations from homes, business and stores.
- Screen product for usability when picking up donations from donors.
- Load donor goods onto truck at residential and commercial locations and assist in unloading when the truck arrives at the store.
- Assist in efficiently processing donated items from receiving area to the sales floor.
- Provide tax-related documentation for donors.
- Understand and follows the ReStore Policy and Procedures.
- Assist with unloading donations and receiving them into the warehouse/receiving area.
- Assist customers with transporting purchases to their vehicle when needed.
- Coordinate with Sales Staff, Donation Coordinator and ReStore Director to ensure product is allocated to appropriate stores.
- Train and supervise volunteers, including Community Service Restitution Volunteers, as directed.
- Operate affiliate vehicles safely and efficiently to meet daily goals.
- Complete and file all required documentation as outlined in established ReStore Procedures or requested by the ReStore Director or Executive Director
- Adhere to all safety procedures and ensure all volunteers adhere to the procedures as well.
- Adhere to truck safety review and maintenance process each workday.
- Assist in stocking the store with properly priced inventory to keep the warehouse and outside areas in a clean, organized and safe state.
- Assist in sales when needed.
- Exhibit positive working attitude by demonstrating respect for and clear communication with fellow workers, donors, and customers.
- Understand and support the affiliates mission and vision
- Share and articulate affiliate goals with community members
- Assist Marketing staff in data retention process.
- Other duties as assigned

**Qualifications**

- Fully supports the ideals and mission of Habitat for Humanity International and Habitat for Humanity of Williamson County
- High School degree or equivalent
- Minimum of two year's work experience
- Ability to safely operate pick-up truck and utility trailer and/or box truck and warehouse tools and equipment
- Some automobile mechanical aptitude
- Pass HFHWC driver policy which includes no DWI within last 10 years and no more than 2 moving violations in the last 3 years
- Effective customer service skills
- Ability to lift fifty (50) pounds multiple times/day
- Strong written and oral communication skills

- Able to work independently and handle multiple tasks
- Ability to work successfully with people of various backgrounds and abilities
- Ability to handle changes in schedule and shift duties as needed.

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- Effective customer service skills
- Ability to lift fifty (50) pounds
- Strong written and oral communication skills
- Able to work independently and handle multiple tasks
- Team player