



ReStore Driver / Warehouse Person – Job Description

The Organization:

Habitat for Humanity is a not-for-profit organization, dedicated to mobilizing volunteers and community partners in building simple, decent affordable housing. Through geared-to-income, interest-free mortgages, Habitat promotes market-value homeownership as a means of breaking the cycle of poverty and fostering community well-being.

Since its founding in 1976, Habitat for Humanity has built or renovated 600,000 homes in 100 countries around the globe, including more than 2,700 in Canada. Habitat Gateway North has already partnered with 37 hard-working families, allowing them to contribute to their community as homeowners when a conventional mortgage was out of their reach. We'll soon partner with many more.

Through the sale of donated new and gently used construction materials and household items, Habitat's ReStores fund affordable homeownership for our partnering families. Through the diversion of recyclable and reusable goods from landfill sites, ReStores promote a better environment for all families. ReStores were the winner of the 2013 Retail Council of Canada's Excellence in Retailing Corporate Social Responsibility award for mid-sized retailers.

Job Summary:

Every ReStore day is an ongoing stream of donated goods arriving at our receiving door, items being sorted and prepped for presentation on our retail floor, and our assisting customers with the loading and/or delivery of their purchases. As ReStore Driver / Warehouse Person, you will be a key point of contact between the ReStore and the Ontario Gateway North community, interacting routinely with private and corporate donors as you do pick-ups and deliveries. Your day will be a continuous bustle of physical activity, marked by frequent interruptions and shifting priorities, all aimed at satisfying our customers and allowing the ReStore to be a major contributor to Habitat's mission to provide affordable homeownership for hard-working families.

Organizational Context:

The ReStore Driver / Warehouse Person reports to the ReStore Distribution Centre Manager.

Detailed Responsibilities and Duties:

As a front-line representative of Habitat for Humanity Ontario Gateway North, you will:

- Screen donated goods for suitability.
- Pick up (and deliver) donated goods from residential and commercial locations.
- Transport donated goods to the ReStore in a safe and secure manner.
- Unload donated goods at the ReStore.
- Operate the affiliate's vehicle(s) in a responsible manner including obeying all traffic laws.
- Operate a forklift and other warehouse equipment as required.
- Work with and direct other staff and volunteers of varying abilities and backgrounds as per instructions from the ReStore Distribution Centre Manager.
- Assist with receiving/warehouse functions as directed by the ReStore Distribution Centre Manager.

- Communicate and interact positively with our donors at all times.
- Interact cordially and efficiently with our ReStore Distribution Centre Manager about scheduling.
- Ensure that all work is carried out in a safe manner.
- Implement policies and procedures as specified by the ReStore Distribution Centre Manager.
- Maintain vehicle(s) in a clean condition and monitor that they are in a safe, functioning capacity.
- Maintain the truck log and other required documentation.
- Undertake other related duties as identified by the ReStore Distribution Centre Manager.

Required Qualifications:

- Valid Ontario driver's licence and a clean driver's abstract.
- The ability to perform full shifts of physical work that sometimes includes heavy lifting.
- A committed customer service orientation.
- Strong interpersonal and communication skills.
- Ability to work in a self-directed capacity and as a team member.
- A neat, clean and favourable appearance.
- A positive professional attitude that is supportive of Habitat for Humanity's vision, mission and values.
- Certified Forklift Operator or willingness and ability to become certified immediately.
- Knowledge of building materials is an asset.

Personal Qualities:

- A commitment to customer service excellence.
- A neat, clean and favourable appearance.
- A positive professional attitude that is supportive of Habitat for Humanity's vision, mission and values.