

Job Title	Assistant Truck Driver
Salary Range	\$18 - \$20, Hourly, paid Bi-Weekly
Reports To	ReStore Assistant Manager / ReStore Manager
Schedule	Tuesday - Saturday, 32.5 - 40 hours a week
Work Location	ReStore – 1662 Lincoln Way East, Chambersburg, PA 17202.
Position Purpose	The Assistant Truck Driver is responsible for safely operating the Habitat for Humanity of Franklin County ReStore donation truck while providing outstanding customer service during donation pickups. This position serves alongside the Truck Driver as an ambassador for Habitat for Humanity throughout the community by interacting professionally with donors, customers, and volunteers. When not performing donation pickups, the Assistant Truck Driver supports the daily operations of the ReStore through customer service, merchandising, donation processing, pricing, and general store operations.

PRIMARY RESPONSIBILITIES

Truck Driver Responsibilities

- Safely operate the ReStore donation truck along scheduled routes to pick up donated furniture, appliances, building materials, and household items.
- Conduct daily pre-trip and post-trip vehicle inspections and report maintenance or safety concerns promptly.
- Load, secure, transport, and unload donated merchandise safely to prevent damage and ensure driver and public safety.
- Assist donors with the removal of donated items from homes and businesses while maintaining a courteous and professional demeanor.
- Represent Habitat for Humanity of Franklin County positively during all community interactions.
- Provide exceptional customer service to donors by answering questions, explaining the donation process, and providing donation receipts when appropriate.
- Assist with donor acknowledgment and follow-up activities.
- Follow all traffic laws, organizational safety procedures, and vehicle operation policies.
- Maintain a clean and organized truck, ensuring equipment and supplies are properly stored.

ReStore Associate Responsibilities

When not scheduled for donation pickups, drivers will support the daily operation of the ReStore:

- Assisting customers with product selection, demonstrations, loading merchandise, and answering questions.
- Greeting customers and creating a friendly, welcoming shopping experience.
- Receiving and processing donations dropped off at the ReStore.
- Pricing donated merchandise according to established ReStore pricing guidelines.
- Displaying merchandise in a safe, organized, and attractive manner.

- Operating the cash register and assisting at checkout as needed.
 - Assisting with stocking, organizing, and maintaining sales floor displays.
 - Maintaining the cleanliness and organization of the sales floor, warehouse, donation area, and workspaces.
 - Working cooperatively with volunteers to provide a meaningful and productive volunteer experience.
 - Assisting ReStore leadership with other operational duties as assigned.
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Qualifications

Minimum Qualifications

- Valid Pennsylvania Driver's License.
- Clean driving record, including:
 - No more than one moving violation within the past five years.
 - No more than one at-fault accident within the past five years.
 - No DUI convictions.
- Ability to successfully pass a drug test, criminal background check and sex offender registry check.
- Previous experience driving delivery or box trucks.
- High school diploma or equivalent.
- Significant experience using computers for data entry, communication, or recordkeeping.
- Significant experience using handheld mobile devices or tablets.
- Strong customer service and communication skills.
- Ability to work independently and as part of a team.

Preferred Qualifications

- One year of retail, warehouse, moving, delivery, furniture, or customer service experience.
- Experience safely loading, unloading, and securing large merchandise.
- Experience working with volunteers or in a nonprofit environment.

Physical Requirements

- Ability to frequently lift, carry, push, and pull items weighing up to 75 pounds, with assistance for heavier items when appropriate.
 - Ability to safely move large, bulky, and awkward merchandise.
 - Ability to stand, walk, bend, kneel, climb, reach, and sit for extended periods.
 - Ability to work indoors and outdoors in varying weather conditions.
 - Ability to safely operate material handling equipment and loading ramps as required.
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Work Environment & Schedule:

Work is performed both on the road and at the Habitat for Humanity of Franklin County ReStore located at 1662 Lincoln Way East, Chambersburg, PA. Duties include operating the donation truck, visiting donor homes and businesses, working in the donation center, warehouse, retail showroom, and checkout areas. This position regularly works in changing weather conditions and around moving vehicles and heavy merchandise.

Initials: _____