



## **Habitat for Humanity Cornwall & The Counties is Hiring! Truck Driver & Retail Associate**

Habitat for Humanity Cornwall & The Counties ReStore is seeking a Truck Driver/Retail & Warehouse Associate.

Working at Habitat for Humanity Cornwall & The Counties is energetic, intense and rewarding; the work we do helps others make their lives better. This is an opportunity to make a real difference and impact in our community, while working with an amazing group of professionals and an enthusiastic team. We are looking for people dedicated to our mission, with a demonstrated strong work ethic and with skills and experience that can contribute to our work community and ultimately benefit our homeowners.

Schedule will include weekend shifts with the flexibility to cover holidays and vacation time.

### **Primary Responsibilities & Duties:**

- Picking up donations and performing customer drop offs in organization vehicle. Must be capable and comfortable driving a 20ft+ truck.
- Being a leader in customer service and presenting the story of Habitat for Humanity to the ReStore donor and customer base whenever possible.
- Be a part of an effective team which ensures safe and efficient inventory flow.
- Handle cash and complete paperwork as directed
- Coordinate with other Habitat staff to ensure policies and procedures are followed.
- Continually and effectively price and merchandise donated product to promote sales.
- Ensure all materials donated are of resale quality. When necessary, will respectfully refuse products that do not meet acceptable donation guidelines due to product, condition, safety concerns, etc.
- Will help load and unload vehicles for on-site donations/sales.
- Ensure aisles are clear/ free of product or any other safety hazard.
- Responsible for the wellbeing and safety of all staff, volunteers and shopper; ensures appropriate steps are followed when safety concerns arise.
- Be a positive and effective role model to volunteers, students, staff, donors and customers.
- Work with other Habitat staff to train, manage and recognize all volunteers meaningfully.
- Ensure effective communication between staff, volunteers and management.
- Ensure compliance with all reporting practices.
- Other duties as assigned

### **Qualifications & Required Skills:**

- Physical ability to stand for extended periods and move and handle products of various size, shape and weight (50 lbs.)
- Must provide a clear criminal record
- Clear driving abstract, valid driver's license and evidence of vehicle insurance required prior to the commencement of employment
- Bilingualism, first aid and CPR not required but considered an asset
- Strong team player with exceptional work ethic.
- Good working knowledge of safety and maintenance issues in a warehouse and retail environment.

- Must be able and willing to work weekends and evenings with the flexibility to cover extra shifts when necessary.

**Terms of Employment:**

Position reports directly to the ReStore Assistant Manager

Weekly hours for this position will vary. Currently, this is a part position; however, may become full-time.

Weekends required.

**Please direct your resume to [brian@habitatcornwall.org](mailto:brian@habitatcornwall.org)**

**Deadline:**

Applications will be accepted until a qualified applicant is found. Please note that we will be reviewing and evaluating applications on an ongoing basis and therefore encourage early submissions. *While we appreciate and value all applications, due to volume, only candidates selected for an interview will be contacted.*

Habitat for Humanity Cornwall & The Counties is a community-based non-profit working for a world where everyone has a safe and decent place to live. Our mission is to build affordable housing and promote homeownership through the mobilization of volunteers and community partnerships. The ReStore is Habitat for Humanity's retail program and resells quality new and used building materials. Funds raised through the ReStore help build homes for families in need of decent and affordable home ownership opportunities within Stormont, Dundas and Glengarry.

In compliance with the Accessibility for Ontarians with Disabilities Act, Habitat for Humanity Cornwall & The Counties is committed to providing accommodation for people with disabilities. Applicants must make their needs known in advance.