

# ReStore Truck Driver

**Employer:** Habitat for Humanity ReStore

**Posted:** 4 weeks ago

**ES Job ID:** 15483

**Sector(s):** General Labour, Transportation

**Salary:** 18.52

**Closing Date:** April 30, 2024

**Location:** Sault Ste. Marie

**Duration:** Full Time

## Job Description:

The ReStore Truck Drive / Donations Ambassador is primarily responsible for the pick-up and delivery operations for the ReStore. The donated product generates revenue in support of Habitat for Humanity Sault Ste. Marie & Area Homeownership program. Therefore, the ReStore Truck Driver also represents the Affiliate to donors and volunteers and communicates the connection of ReStore's donations and sales to Habitat for Humanity's mission. The core competencies for this position include Organizational Skills, Problem Solving, Communications and Customer Relations, and Knowledge of Habitat for Humanity Brand and ReStore Products. This work will be done in accordance with the Habitat for Humanity Canada and Habitat for Humanity Sault Ste. Marie by working collaboratively with volunteers and other staff to ensure the highest standards are achieved. The Truck Driver is also responsible for upholding the Vision, Mission and Values of Habitat for Humanity Sault Ste. Marie & Area and for complying with all policies, procedures and directives.

## Key Responsibilities

### Organizational Skills

- Developing truck route to maximize efficiency of pickups/deliveries;
- Picking up and delivering product donated by community members, businesses, and other entities;
- Picking up and delivering build materials where requested;
- Loading and unloading the ReStore vehicles;
- Maintaining the cleanliness of the ReStore delivery truck; and,
- Processing donations in collaboration with other ReStore staff.

### Problem Solving

- Dealing with customer complaints at pickup and delivery locations by responding in a courteous and respectful manner; and,
- Collaborating with management in the development of donation policies and procedures.
- Communications and Customer Relations
- Greeting customers and donors in a friendly manner;
- Interacting and coordinating with ReStore staff and volunteers;
- Inspecting donations at pickup and enforcing requirements tactfully; and,
- Assisting customers and donors with loading and unloading of merchandise.

### Safety & ReStore Maintenance

- Moving inventory with ReStore equipment such as the forklift where necessary;
- Assisting in maintaining the organization and cleanliness of ReStore and the warehouse areas;
- Maintaining the organization's vehicle fleet in a clean and tidy state;
- Conducting daily vehicle safety checks and reporting any issues as identified;
- Bringing vehicles for regular maintenance as scheduled; and,

- Working to keep the store including bathrooms, staff area and all merchandising units clean.

Knowledge of Habitat for Humanity and ReStore Products

- Promoting Habitat for Humanity Vision, Mission and Values;
- Promoting the use of the Processing Centre for high quality donations; and,
- Adhering to ReStore policy for donation drop offs.

Other

- Performing other duties as assigned

**Required Skills:**

Additional skills including:

- Organized, accurate, and efficient
- Dependable, with good time management
- Ability to prioritize, multi-task, and meet deadlines
- Ability to work independently and in a team environment
- Ability to problem solve and exercise good judgement
- Retail, service and/or furniture moving experience considered an asset
- Excellent verbal and interpersonal skills
- Ability to work through difficult situations with tact and diplomacy

**Requirements:**

- Minimum High School Diploma or equivalent experience
- Valid G Driver's License with clean driving record, and the ability to be insured with Habitat's provider
- Familiarity with Sault Ste. Marie and Area city streets is considered an asset
- Experience driving a box truck in residential areas is required as a condition of employment
- First aid and CPR considered an asset (training provided if needed)
- Basic computer skills with Microsoft 365, including Outlook
- Criminal Records Check is required as a condition of employment
- Forklift certification is considered an asset (training can be provided if needed)
- CSA approved footwear is required
- Satisfactory results from pre-employment fitness test is required
- Ability to lift 50 pounds regularly
- Ability to travel

**How to Apply:**

Please note that we will be reviewing and evaluating applications on an ongoing basis and we therefore encourage early submissions.

Qualified and interested applicants are invited to forward their cover letter and resume as one document to [careers@habitatsault.ca](mailto:careers@habitatsault.ca) with the subject line: Truck Driver Application.

Applications must be received before 4PM EST on 30 April 2024.

Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance. Habitat for Humanity Sault Ste. Marie and Area will arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

We thank all applicants for applying however, only those selected for an interview will be contacted (no phone



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