



Company Overview: At Habitat for Humanity of South Central New Jersey, Inc. (*HabitatSCNJ*) we are builders who work alongside, not for others. We are driven by accountability and defined by our belief that everyone deserves a decent place to live. HabitatSCNJ aims to support our mission of putting faith into action through partnering with families in need and volunteers to transform lives through decent and affordable housing. *For more information about HabitatSCNJ visit <https://www.HabitatSCNJ.org/>.*

Driver (*Non-CDL*)

Job Classification: Non-Exempt

Compensation: \$19 / hr. and benefits.

Hours: M-F (8am to 5pm). This is a full time position. Drivers are expected to work 40 hours a week.

Job Location: Egg Harbor Township - NJ

Responsible for driving to various donor locations during scheduled pick-up times to receive donations from our commercial donors. This job requires lifting and moving large appliances, furniture boxes, pallets and other goods from donor locations into the truck and unloading the items at the ReStore. He/she is responsible for driving and delivering items to and from the warehouse and to the three ReStore locations at Maple Share, Hamilton and EHT. Additionally, the Driver is responsible for assisting the Customer Service Associates and Warehouse Associates. This position will report to the Logistics Manager.

Primary Duties and Responsibility:

- Load and unload all donated materials at the proper ReStore Donation Receiving Dock.
- Assess quality of items and goods at donor site, and report to Logistics Manager for discrepancies.
- Use Vonage software to properly record data acquired while out picking up merchandise.
- Communicate with Logistics Manager regarding picking up of all incoming donations.
- Drive *HabitatSCNJ* vehicles to pick-up donated goods.
- Maintain an effective working relationship with ReStore staff, donors, and customers.
- Operate a cash register to document sale of merchandise.
- Established pricing schedules and office records to verify pricing.
- Assist Warehouse Associates in the Re-Store.
- Operate forklift (*Certification and Training Available*)
- Complete daily organizational/cleaning task including but not limited to:



- Clean out *HabitatSCNJ* trucks
- Clear out Donation Processing area
- Merchandise Donated goods on Sales Floor
- Maintain a safe working environment on and off the truck
- Provide Transport of donated merchandise to and/or from the ReStore Warehouse.
- Make deliveries of local merchandise to local auctions as requested by management.
- Abide by all state, federal and local laws.
- 100% compliance with the Habitat for Humanity ReStore Employee Handbook.
- Other duties as assigned by the Logistics Management.

Requirements:

- High School Diploma or Equivalent and minimum of 1-year non-CDL driving a large truck of minimum size 26 feet experience,
- Minimum 1 year of warehouse experience.
- Must have a valid driver's license for a minimum of 3 years, clean motor vehicle driving record, and must maintain a good driving record while employed (Specific guidelines based on HabitatSCNJ).
- Pass a DOT Medical Card/Certification.

Knowledge, Skills, and Abilities:

- Ability to lift to 50 pounds.
- Ability to spend most of the day in a truck or warehouse.
- Ability to work in a warehouse.
- Ability to operate a truck safely on residential and urban roadways.
- Ability to maintain an effective working relationship with ReStore staff, customers, and others.
- Ability to work collaboratively in a team-oriented environment
- Knowledge of warehouse operations
- Excellent communication skills
- Possess self-starter and customer service skills

Benefits: This position is eligible for medical, dental, vision, Simple IRA, vacation, sick time, and company holidays.

Employment: There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the company that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the company or the employee, may terminate that employment at any time.



EEO: *Habitat for Humanity of South Central New Jersey, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*