



POSITION: Surplus Sale Truck Driver

Palouse Habitat Surplus Sale Mission: Generate revenue to support Palouse HFH's home build and repair programs, offer an affordable local option for home improvement materials, and promote reduce-reuse-recycle culture in our community.

Palouse Habitat for Humanity Mission: Serving our neighbors in need by working to eliminate poverty housing on the Palouse and worldwide.

Position Summary: Join the team to pick up and deliver furniture, appliances, construction materials at the Palouse Habitat Surplus Sale. Act as an ambassador for the Palouse Habitat mission, ensure a positive donating and shopping experience, and encourage community support.

Duties:

- Ride along or drive the Habitat truck to help pick up donated furniture, appliances, and deliver them to the Surplus Sale Store, and deliver purchased items for shoppers.
- Communicate with Manager and Assistant Manager regarding donation pick up schedule.
- Screen donations for acceptability.
- Engage with shoppers and donors in a friendly, thoughtful manner.
- Ensure high level of donor and customer satisfaction in all interactions.
- Help keep retail displays and walkways, exterior sidewalk, receiving and disposal/recycling areas orderly, clean and safe.
- Assist donors and customers with loading and unloading items.
- Be informed of and follow Surplus Sale and HFHI Policies, Palouse HFH programs and mission.
- As needed answer telephone and provide Surplus Sale information, directions, meeting the caller's needs.
- Other duties as assigned by Surplus Sale Manager



Requirements:

- Able to safely lift objects weighing 50 pounds or more on a repetitive basis.
- Physical ability to sit, walk, stand, climb ladders, bend, kneel etc for most of the day while carrying out duties.
- Work well within a team and with the public.
- Strong communication skills. Respond to emails.
- Self-starter with good attention to detail and follow through and prioritize safety.
- Willing and able to work indoors and outdoors.
- Adaptable given unexpected situations in work environment.
- Valid Driver's License, strong driving record and reliable personal transportation.
- High School diploma or equivalent.
- Able to work Saturdays.
- Pass a Criminal Background Check and Sexual Offender Check.
- Be comfortable working in a retail/warehouse environment.
- Willing to become familiar with Habitat for Humanity's mission and purpose, to embrace the Surplus Sale's role in Habitat's work to build and repair home homes for local low-income families.
- Experience driving a 14' box (delivery) truck and CDL preferred.

Position:

- 8 hours per week
- Flexible schedule
- \$13.50/hour
- Location: Based at 304 N. Main Street in Moscow, but will require driving around Latah and Whitman Counties
- Store is closed holidays and holiday weekends, staff lunches provided often
- Reports to Surplus Sale Manager

Note: Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability.

Updated 9/8/21 JW