



Job Title: Truck Driver / Sales Associate

Reports To: Logistics and Communications Manager

FLSA Status: Non-Exempt / Full-Time

Location: 200 ReStore

Salary Range: Competitive pay & benefit package, depending on experience.

Position Summary

Responsibilities include making donation deliveries and pick-ups in a safe, courteous, and professional manner. Safely load and unload donated items, securing all loads properly to prevent damage to donations, the truck, or property. Ensure all truck maintenance and repair operations are conducted and documented. While at the ReStore, duties of a Sales Associate include processing donations, assisting customers, loading, and unloading merchandise.

Organizational Commitment

As a representative of **Habitat for Humanity of Marion County**, the **Truck Driver** is expected to actively support and uphold our mission, vision, and core values in all aspects of their work:

Mission: Seeking to put God's love into action, to bring people together to build homes, communities, and hope.

Vision: A world where everyone has a decent place to live.

Core Values

Servant Leadership – We lead by serving.

We are committed through our actions to uplift individuals, families, and communities and to inspire others to join us in our mission.

Accountability – We take responsibility for our actions and commitments.

We are dedicated to upholding the highest standards of reliability and transparency, honoring our promises and continuously learning from our experiences.

Compassion – We act with empathy and kindness.

We honor, respect, and value every person we serve by fostering a culture of care and belonging.

Legacy – We build together for generations to come.

We are focused on building a sustainable future where our community grows stronger and families thrive for generations to come.

The Truck Driver / Sales Associate plays a vital role in supporting the Habitat ReStore mission by safely transporting donated and purchased items, providing excellent customer service, and assisting with store and community operations. All employees are expected to embody Habitat for Humanity of Marion County's core values in decision-making, customer service, volunteer engagement, and collaboration with coworkers and the community.

Responsibilities

1. Operate Habitat ReStore trucks in a safe, lawful, and courteous manner while picking up donated items and delivering sold merchandise.
2. Ensure all items scheduled for delivery are properly wrapped, secured, and protected during transport.
3. Plan and manage pickup and delivery routes efficiently, adhering to scheduled timelines.
4. Maintain cleanliness of trucks' interior and exterior (cab/daily; exterior/weekly)
5. Perform daily safety inspection on the truck.
6. Conduct regular maintenance checks on trucks to always ensure the reliability of the truck and equipment, including reporting any maintenance concerns to the supervisor.
7. Report all mechanical or maintenance concerns promptly to the supervisor.
8. Learn and exercise knowledge of truck operations, maintenance/repair, and keep the truck maintenance/repair book up to date.
9. Train new truck drivers and truck assistants.
10. Communicate with a Manager daily regarding any timing issues or donation issues that arise.
11. All pickups, deliveries, maintenance, route timings, customer interaction, and decisions are the truck driver's responsibility.
12. Properly wrap items that have been purchased and waiting to be delivered.
13. Provide friendly, professional, and respectful customer service during pickups, deliveries, and in-store interactions.
14. Represent Habitat for Humanity of Marion County positively in all interactions with donors, customers, and community partners.

Additional Responsibilities

This job description reflects the core responsibilities of the role but is not intended to be all-inclusive. The Truck Driver / Sales Associate may be required to perform other duties as assigned to meet the evolving needs of Habitat for Humanity of Marion County. Flexibility and a willingness to adapt to changing priorities are essential. Assist with Habitat events, which include weekends and/or late evening hours.

Qualifications

1. Have a valid Florida driver's license.
2. Clean driving record for the past five years.
3. A Department of Motor Vehicles report will be required.
4. Be willing to submit to a thorough background check, pre-employment drug and alcohol test, and random drug and alcohol testing as determined by the CEO and board policies.
5. Perform tasks in a safe, efficient, and timely manner.
6. Have knowledge of loading and securing loads in the truck, or a willingness to learn.
7. The ability to work with a diverse population and have good communication skills is essential.

Required Experience:

- High school diploma or equivalent.

Physical Requirements

- A retail store and warehouse setting, which includes both indoor and outdoor work.
- Ability to lift 50+ lbs. as necessary.
- Ability to stand, bend, climb, and walk for extended periods.

Acknowledgment

I acknowledge receipt of this job description and understand that it describes the general nature and level of work performed and does not represent a comprehensive list of all responsibilities, duties, or skills required. This document does not constitute a contract of employment. Employment with Habitat for Humanity of Marion County is at-will and may be terminated by either the employee or employer at any time, with or without notice or cause.

Signature

Date

Print Name