



Habitat for Humanity South Georgian Bay RESTORE ASSOCIATE/DRIVER – Collingwood

Position Type: Full Time – 40 hrs/wk (health benefits after 3 month probationary period)

Application Deadline: Tuesday, July 27, 2021

The Opportunity

The ReStore Associate/Driver is part of a team (employees and volunteers) responsible for performing tasks in the ReStore, warehouse, yard and on the truck/on location.

The position will report to the ReStore Manager and will be responsible for scheduling donation product donation pick ups and deliveries, loading and unloading, organizing and stocking product, customer service. An integral part of the product donation process, when not off site picking up donations, the position assists with daily operation of the store, merchandising/preparing/pricing product, customer service and occasional cashier, as required.

The ReStore Driver/Associate must understand the mission and provide excellent customer service to all donors and customers – it is their support that keeps the ReStore going.

Key Responsibilities

TRUCK DRIVER

- Ensure safe operation of delivery truck for the purpose of picking up donated items and delivery of purchased goods from the ReStore
- Utilizing the most efficient route, assist customers who have products to donate that require transportation by scheduling pick ups and deliveries in a timely manner

CUSTOMER SERVICE

- Provide outstanding Customer Service: friendly greeting, responding politely to questions; assisting with customer's purchases, assisting customers with purchases (including lifting, bagging, carrying purchases to customer's vehicles as required)
- Assisting customers who have products to donate

STORE OPERATIONS:

- Assist with unloading, processing and the display of products
- Assist with keeping the store clean and orderly\assist volunteers as needed
- Safely operate ReStore equipment and machinery including fork lift, truck, tractor and snowblower
- Responsible for daily inspection of equipment and vehicles and completion of all logs and records of inspection when operating that equipment as assigned by the ReStore Manager
- Other duties as assigned by the Manager or their designate

VOLUNTEERS AND STAFFING:

- Participate in and/or communicate with the appropriate ReStore committees
- Maintain effective working relationships with staff, volunteers, the Board of Directors, Habitat Homeowners, potential partner families, and the public by exhibiting a high level of interpersonal skills



HEALTH AND SAFETY

- Follow safety practices; notify the Manager or their designate of a safety/hazardous issue
- Responsible for carrying out all duties in a safe and healthy manner and in accordance with all legislated health and safety requirements.

Desired qualifications:

- Social, positive, energetic, and reliable
- Capable of working as part of a team
- Effective communication skills
- Minimum of five years' work experience, with at least one year in a retail environment
- Valid G driver's licence with clean driving abstract
- First aid certificate and forklift certificate an asset
- Ability to work independently and part of a team
- Communicate effectively, proficient with spoken and written English
- Punctual and reliable

Physical Requirements:

- Physical ability to stand for extended periods and to move and handle boxes of merchandise throughout the store, which entails lifting and perform all functions as set forth above
- Ability to lift at least 50 pounds and perform other manual duties as required
- Ability to spend the majority of the day standing or moving about store

Full job description at www.habitatgeorgianbay.ca/opportunities.

Please mail, fax or e-mail your resumé, by Wednesday, July 28, 2021 to:

Habitat for Humanity South Georgian Bay
Attention: Executive Director
155 Sandford Fleming Drive
Collingwood, ON L9Y 5A6
Fax: (705) 446-3210
e-mail: info@habitatgeorgianbay.ca