



# Habitat for Humanity<sup>®</sup>

of Wake County

*Serving Wake and Johnston Counties*

## **RESTORE DONATIONS AMBASSADOR**

DEPARTMENT: Procurement

LOCATION: Raleigh and Durham, NC

SUPERVISOR: Donation Operations Manager

### SUMMARY:

Reporting to the Donation Operations Manager, the Donations Ambassador (DA) is responsible for the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and trailer, returning to ReStore and unpacking merchandise.

This position will require flexibility to work evening and weekend hours as needed. The DA will likely spend on average at least five days per week, Monday – Saturday (40-hour workweek with 8 hours days).

### WORK PERFORMED OR KEY RESPONSIBILITIES:

- Ability to drive and operate a manual 26 ft. box truck safely
- Document correspondence with donors
- Perform excellent customer/donor service
- Load and pack materials to minimize damage
- Screen and examine each donation on site
- Coordinate donation receipts with Donation Operations Manager
- Lead in proper loading and unloading of donated materials
- Act as a representative of Habitat for Humanity, a community leader.

### REQUIREMENTS:

- A strong belief in the organization's mission, goals and accomplishments
- Ability to communicate clearly and concisely both internally and externally
- Excellent customer service etiquette and attitude
- Excellent driving record and 3 years driving experience
- Ability to lift a minimum of 50 lbs, continuously
- Ability to work independently and follow instructions
- Team player with a good attitude intent on helping others and the community.

### PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is

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regularly required to be seated for long periods of time. The employee frequently is required to stand, walk, bend, stoop, kneel, carry, as well as pulling and reaching to obtain stock and/or acquire merchandise for sale. Position requires the ability to frequently lift products/supplies, up to 50 lbs. The job operates primarily in a retail/warehouse environment and can require operating equipment such as forklift, power tools, hand tools, ladders, pallet jacks, and other material handling equipment. Constant driving from pick up locations to drop off locations is required and outside conditions that can include heat, humidity, and high noise levels.

## APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: [chris.hauser@habitatwake.org](mailto:chris.hauser@habitatwake.org) or [edmundoyanez@habitatwake.org](mailto:edmundoyanez@habitatwake.org)

## NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

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