



Habitat
for Humanity®
of Ventura County

ReStore Pick-Up Driver/Receiver

Habitat for Humanity of Ventura County (HFHVC) works to create affordable homeownership opportunities so that low-income families can have a better, healthier, more financially stable life. Over the past 36 years, Habitat has repaired over 120 homes and built 70 decent and affordable homes in Ventura County. HFHVC has two ReStores that sell new/gently used home furnishings and building materials, using the funds collected to help further our mission to build affordable homes in Ventura County. HFHVC is seeking a part-time donation pick-up driver/receiver for our Oxnard ReStore.

Position summary

Type: This is a part-time, non-exempt position (20-25 hours per week).

Work schedule: The Oxnard ReStore is open daily from 9 a.m. to 5 p.m. Exact work schedule to be created with ReStore Manager.

Reports to: ReStore Manager

Location: Oxnard ReStore, 1850 Eastman Ave., and driving/making stops throughout Ventura County

Salary: \$15.50 an hour

Store Discount: 20% discount on all items in store

Primary Responsibilities of this position include:

- Organize donation pick-ups by location/area
- Interact with customers and donors daily utilizing strong customer service skills
- Screen donations for acceptability
- Communicate with receiving personnel regarding nature and quantity of donations
- Drive HFHVC vehicle throughout Ventura County to pick up donated goods
- Load/unload all donated materials
- Help keep ReStore receiving area clean and organized
- Maintain a daily truck log
- Keep HFHVC vehicle in good operating order
- Perform all other duties and tasks as assigned

Required skills and qualifications

- High school diploma or equivalent
- Previous experience driving commercial trucks
- Valid driver's license
- Clean DMV driving record
- Strong verbal communication skills
- Works well with others; ability to interact with a wide variety of people including donors, customers, vendors, volunteers and staff
- Arrive on time and work consistently until the end of his/her scheduled day
- Initiative and ability to work without close supervision
- Ability to make sound judgments and adjust as needed in a changing environment

Physical and Health Requirements

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.

- Regularly spend long hours sitting in and/or driving 16' truck
- Regularly move from sitting to standing positions effortlessly
- Frequently lift up to 50 pounds
- Regularly stand, squat, bend and climb in/out of 16' truck
- Nonexistence of a health condition that can cause a driver to lose control or become immobilize during driving
- Nonexistence of fatigue
- Ability to identify a driving hazard, process it, and make a sound decision and react appropriately to each situation
- Regularly see details of objects

To apply:

Email or Fax resume/applications to:

Wendy Monk, ReStore Manager
Habitat for Humanity of Ventura County
1850 Eastman Avenue
Oxnard, Ca. 93030

Phone: 805-485-6065 ext. 114

Fax: 805-485-5795

wendym@habitatventura.org

Applications will be accepted until position is filled.

Habitat for Humanity of Ventura County is an equal opportunity employer.