
Title:	Donations Ambassador	Date Written:	01/23/2018
Department:	ReStore	Date Revised:	06/24/2019
Reports To:	Director of ReStore Operations		
FLSA:	Non-exempt		
Classification:	Part time/hourly		

Position Summary:

The Donations Ambassador drives a Habitat Vehicle to pick up donations at donors' homes and businesses and works various functions of the retail store.

General Responsibilities:

- Uphold the Mission, Values, and Promises of Greensboro Habitat for Humanity
- Represent HHGG in the Greensboro community, with Habitat International and among other Habitat affiliates
- Support an environment where volunteers are productively engaged in the organization's work

Job Specific Responsibilities:

- Drive and/or work on the truck picking up donations, unloading into warehouse and placing on showroom floor
- Work various functions of the ReStore when needed, including customer service, cashiering, sales, pricing, shelving, cleaning and maintenance
- Work with staff and volunteers to maintain a clean and safe working environment
- Maintain a co-operative working relationship with fellow employees

Qualifications (Education, Experience, & Skills):

- High School Graduate
- Minimum work experience required. Retail and/or delivery experience and/or working with the public a plus
- Great people skills and good verbal and written communication skills

Physical requirements:

- Able to drive various organizational vehicles
- Able to stand on concrete floors, bend, reach, lift, climb in and out of trucks and commercial vehicles, climb on and off-loading docks throughout each work day
- Able to lift, walk with, climb up and down stairs and loading ramps and docks, and load onto trucks, shelves and displays, 25-75 lbs of boxed and loose material, furniture, appliances and building materials
- Able to cooperatively lift and load furniture, appliances and building materials weighing 100-150 lbs

Other requirements:

- Valid North Carolina driver's license required with a clean driving record
- Rotating weekly schedule, Saturday's required
- Proper dress required
- Employment offer will be contingent upon passing the following
 - Criminal Background check subject to Senior Staff review
 - Drug test
 - Doctor's physical examination

Working Conditions/Environment:

Work is typically performed in a warehouse environment, driving a truck and at donor location

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 for this position. All employees may have other duties assigned at any time.

Additionally, this document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Habitat for Humanity of Greater Greensboro is an Equal Employment Opportunity organization

Habitat policy prohibits discrimination based on race, sex, color, creed, national origin, age, citizenship, mental or physical disability or veteran/reserve/National Guard or any other similarly protected status.

Employment with Habitat for Humanity Greater Greensboro is a voluntary one and is subject to termination by you or Habitat for Humanity Greater Greensboro at will, with or without cause, and with or without notice, at any time.

Employee Acknowledgment

As indicated by my signature below, I acknowledge that I have read and understand this job description and agree to comply with such.

Employee **Printed** Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____