



**POSITION:** Pick-up and Delivery Crew members

**Position Summary:** Pick up and deliver appliances, construction materials etc at the Palouse Habitat ReStore. Act as an ambassador for the Palouse Habitat mission. Ensure a safe and positive donating and shopping experience for our supporters. Assist in receiving donations and preparing them for sale, and customers at the ReStore.

**Position:**

- 8-20 hours per week
- Flexible schedule Tuesday-Saturday
- Team Members \$15/hour
- Based at 304 N. Main Street in Moscow, pick and deliver around Latah and Whitman Counties
- Store is closed holidays
- Reports to ReStore Receiving Manager

**Duties:**

- Pick up donated furniture, appliances, and deliver them to the Surplus Sale Store, and deliver purchased items.
- Communicate with Receiving Manager regarding donation pick-up and delivery schedule.
- Screen donations for acceptability.
- Engage with shoppers and donors in a friendly, thoughtful manner.
- Ensure a high level of donor and customer satisfaction in all interactions.
- Help keep retail displays and walkways, exterior sidewalk, receiving and disposal/recycling areas orderly, clean and safe.
- Assist donors and customers with loading and unloading items.
- Be informed of and follow Habitat policies, programs and mission.
- Other duties as assigned by Receiving Manager.

**Requirements:**

- Work well within a team and with the public.
- Strong communication skills.
- Self-starter with good attention to detail and follow through and prioritize safety.
- Able to safely lift objects weighing 50 pounds or more on a repetitive basis.

- Physical ability to sit, walk, stand, climb stairs and ladders, bend, kneel etc. for most of the day while carrying out duties.
- Willing and able to work indoors and outdoors.
- Adaptable given unexpected situations in work environment.
- High School diploma or equivalent.
- Able to work Saturdays or weekdays.
- Pass a Criminal Background Check and Sexual Offender Check.
- Comfortable working in a retail/warehouse environment.
- Have reliable personal transportation.
- Become familiar with Habitat for Humanity's mission and purpose, to embrace the ReStore's role in Habitat's work to build and repair homes for local low-income families.

**Palouse Habitat ReStore Mission:** Generate revenue to support Palouse HFH's home build and repair programs, offer an affordable local option for home improvement materials, and promote reduce-reuse-recycle culture in our community.

**Palouse Habitat for Humanity Mission:** Serving our neighbors in need by working to eliminate poverty housing on the Palouse and worldwide.

*Note: Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability.*

*Updated 3.5.24 JW*