

JOB TITLE: ReStore Drivers Assistant

REPORTS TO: Retail Acquisitions Manager

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to assist Driver or to possibly drive a company truck to pick up donated goods for future sales in our ReStores. This position involves daily communication with our Donations Coordinator to determine the best routes to complete all pick-ups each day. Successful candidates will be presentable and personable, as well as professional. The Driver's Assistant will be a representative of the organization, helping to assess donations, safely load donations onto the truck, complete proper donation paperwork, unload materials at the ReStore and maintain the truck each day. (Assistant Drivers may be asked to fill in for Drivers if needed.)

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 25 years. Through creating affordable housing opportunities and providing home repairs, skilled construction training, financial education, and volunteer opportunities, Habitat LA has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds, renovates and repairs 75 homes in the Los Angeles area each year, ranking it one of the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Driving or Assisting Driver to assigned stop(s)
- Loading at assigned stop(s)
- Completing paperwork at assigned stop(s)
- Unloading at warehouse

SUMMARY OF JOB QUALIFICATIONS

- 1 year driving commercial vehicle
- High school diploma
- Valid drivers license/clean DMV record
- Minimum 25 years of age (for insurance purposes)
- OSHA/forklift training a plus

This is full-time position. Work schedule is Tuesday through Saturday, 8:30AM-5:00PM with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental, and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. ***Compensation:*** \$12.75/hour

TO APPLY (NO CALLS OR WALK-INS PLEASE):

If you'd like to join our team, please send a cover letter, resume and salary requirements to:

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check.

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*