



Celebrating More Than 20 Years of Building Hope, Lives & Communities

JOB TITLE: P/T Truck/Warehouse Associate

REPORTS TO: Retail Acquisition Manager

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking qualified candidates. The P/T Employee may perform (1) of three possible job functions within the organization. Those positions are (a.) Driver (b.) Driver's Assistant (c.) Warehouse/Sales Associate. The essential job functions will be dependent on the particular needs of the Material Acquisitions Manager for the given day.

SUMMARY OF ESSENTIAL FUNCTIONS (Will perform ALL THREE as needed)

Driver:

- Driving to assigned stop
- Loading at assigned stop
- Completing assigned paperwork (Gift In Kind/Donation)
- Unloading truck at ReStore

Drivers Assistant:

- Assists Driver with navigation to assigned stop
- Loading at assigned stop
- Assist in completing assigned paperwork (Gift In Kind/Donation)
- Assist Unloading truck at ReStore

Warehouse/Sales Associate:

- Customer service and sales
- Physical Unloading of inventory, pricing and stocking
- General housekeeping of the facility
- Forklift operations
- Loading customer purchases

SUMMARY OF JOB QUALIFICATIONS

- 1 year / strong working knowledge of area
- High School graduate
- Must be able to lift up to 70lbs
- MUST HAVE CLEAN DRIVING RECORD

This is part-time position, expected to be 16 hours per week (Additional hours may become available). 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: This is a part-time position, and is not benefits eligible **Compensation: \$13.50/hour**

TO APPLY (NO CALLS PLEASE):

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

EMAIL: HR@habitatla.org (Preferred) **FAX:** (310) 323-0789 - Attn: HR

MAIL: 17700 S. Figueroa Street, Gardena, CA 90248 – 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.*