

**JOB TITLE: Part Time Truck Team/Warehouse Associate II      REPORTS TO: Retail Acquisitions Manager**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate for a part-time position to work in the Habitat LA ReStore, as a driver, driver's assistant and/or warehouse associate. This position involves possibly driving a company truck to pick up donated goods for future sales in our ReStores and 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. This position 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, maintain the truck each day, unload materials, assist customers and stock/price items for the sales floor.

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**

##### **Driver/Drivers Assistant Function**

- May be Driving or Assisting Driver to assigned stop(s)
- Loading at assigned stop(s)
- Completing paperwork at assigned stop(s)
- Unloading at warehouse
- Directing Driver's Assistant

##### **While in Warehouse/Sales Associate Function**

- Customer Service & Sales
- Physical loading/unloading, stocking and pricing of donations.
- General housekeeping of the facility
- Forklift Operations
- Assisting other Affiliate staff whenever possible

#### **SUMMARY OF JOB QUALIFICATIONS**

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

This is part-time position. Work schedule is Saturday through Monday, 8:30AM-5:00PM with some evenings. 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. **Compensation:** \$13.50/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](mailto:HR@habitatla.org) (Preferred)

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



Visit us at: [www.habitatla.org](http://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.*