



JOB TITLE: Assistant Driver

REPORTS TO: Jose Montes, Associate Director of Logistics

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 Customer Service Representatives 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 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Guiding Driver as needed in backing up and general safety
- Communicating with donor prior to arrival
- Verifying with donor items to be picked up
- Loading and unloading items safely using equipment
- Issuing donation receipts noting all items picked up before leaving donation site.
- Communicate with dispatch regularly answering phones calls
- Filling in as driver as needed

SUMMARY OF JOB QUALIFICATIONS

- 1 year driving commercial vehicle
- High school diploma
- Valid driver's license/ minimum 25 years of age/ clean DMV record/ OSHA forklift

This is full-time position. Various work schedules available Monday – Sunday, 8:30 AM - 5:30PM 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:** DOE

Visit us at: www.habitatla.org Employment is contingent upon completion of a satisfactory background check and drug screen **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 and will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*



Building a Greater Los Angeles

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



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