



P.O. Box 333  
Longmont, CO 80502-0333  
Phone: 303-682-2485  
[www.stvrainhabitat.org](http://www.stvrainhabitat.org)

**Job Title:** Logistics/Driver Associate  
**Department:** ReStore  
**Reports To:** ReStore Director  
**FLSA Status:** Full-time / Non-Exempt  
**Prepared Date:** 2/14/2023  
**Pay Rate:** \$18.00- 20.00 per hour  
**Benefits:** Competitive benefits package ([www.stvrainhabitat.org/whyworkhere](http://www.stvrainhabitat.org/whyworkhere))

Habitat for Humanity is committed to equity, diversity and inclusion in the workplace. Please read more about our commitment and HFHSVV as an equal opportunity employer on our website: [www.stvrainhabitat.org/employment-opportunities](http://www.stvrainhabitat.org/employment-opportunities)

**Position Summary:** Habitat for Humanity of the St. Vrain Valley ReStore is looking for a Full-Time Logistics / Driver Associate. The Logistics Associate performs scheduling, general driver duties as assigned and primarily the pickup of donated items at donor's homes and commercial locations.

**Essential Duties and Responsibilities:**

- Work directly with Donations Manager on scheduling and routing of donation pick-ups.
- Operate Habitat ReStore vehicle safely and effectively to complete daily scheduled donation pickups.
- Pick up donations, load and unload the ReStore vehicle.
- Facilitate the daily operations of warehouse including processing donations and keeping building organized.
- Unload donations as all pick-ups are completed.
- Assure that all donations go directly to designated areas, are cleaned/ priced and placed in the ReStore.
- Provide proper documentation to donors.
- Provide direction & supervision to driver helper, community service workers & volunteers to complete work assignments.
- Assist in loading customer purchases.
- Check all receipts on purchased items before loading purchase.
- Prevent customers from coming into the warehouse processing area unless they are escorted by a staff member or volunteer.
- Ensure compliance with safety standards and accident procedures.
- Address and document violations of policies immediately to the ReStore Manager.
- Ensure that all areas of the warehouse and ReStore are clean and safe.
- Attend community and affiliate events as identified and assist with set up.

- Work effectively in a team-based environment.
- Comply and abide by all Habitat for Humanity of the St. Vrain Valley and Habitat International policies and procedures where applicable.

**Primary Responsibilities:**

- Schedule & route for donation pickups.
- Driving truck for pickups.
- Load and unload donations.
- Inspects and maintains ReStore vehicles.

**Basic Position Requirements:**

- Valid Colorado Driver's License and a good driving record.
- Clean background check / Background check will be conducted.
- A minimum of 1-2 years of related experience.
- Warehouse and/or moving experience helpful.
- Excellent customer service skills.
- Ability to work independently, exercising good judgment.
- Effective time management and organizational skills.
- Ability to lift 75+ lbs., stand, squat, bend, and climb in/out of truck on a regular basis.
- Ability to relate to and work well with a variety of people.

**Preferred Qualifications:**

- Experience driving commercial box trucks (16-foot box truck).
- Working knowledge of the St.Vrain Valley area.
- Work independently.
- Retail experience.
- Lifting / loading /packing experience.
- Bilingual a plus but not required.

***If you feel you are qualified and wish to apply for this position:***

1. Review the affiliate covenant on our website. [www.stvrainhabitat.org/employment-opportunities](http://www.stvrainhabitat.org/employment-opportunities)
2. Submit your cover letter and resume to Ed Kepple, [ekepple@stvrainhabitat.org](mailto:ekepple@stvrainhabitat.org).
3. If St. Vrain Habitat is interested, the ReStore will contact you to discuss next steps.