**Montgomery County Habitat for Humanity**

**ReStore**

**Warehouse/Driver Associate**

Reports to: Warehouse Supervisor, Store Manager

Full -Time Position – 40 hours per week – Tuesday through Saturday

8:30 am to 5:00 pm

Habitat for Humanity of Montgomery County, Texas (Habitat MCTX) revitalizes neighborhoods, builds affordable and sustainable homes, and empowers families through successful homeownership right here in Montgomery County Texas. We believe that everyone deserves the opportunity to reach their full potential, and that starts with a stable and healthy place to call home.

Retail operation is a key source of funding to support the Habitat MCTX mission. Habitat ReStores are home improvement outlets and donation centers that accept and sell new and gently used items to the public at a fraction of the retail price while simultaneously diverting tons of reusable material out of area landfills. Items accepted and sold include building material, furniture, appliances, lighting fixtures, and other home goods. The Restore is a daily resource for funding in working in support of Habitat’s mission to end substandard housing by building strength, stability, and self-reliance through shelter.

**Essential Functions:**

* The warehouse assistant must have knowledge of household repair and retail.
* Drive company truck to donor’s locations for picking up donations
* Maintain safe driving and ability to drive large box trucks
* Ability to follow scheduling routing and maps
* Knowledge of Montgomery county is a plus
* Clean, test electrical items before they can be sold
* Ensure that each customer and donor receive outstanding service
* Guarantee safe and prompt loading and unloading of customers donated or purchased merchandise
* Guarantee safe and prompt loading and unloading of Restore trucks
* Maintain safe procedures while moving merchandise to and from the sales floor
* Inform customers of our donations acceptance policy; refer donors to alternate options for those items that we do not accept
* Knowledgeable about company’s products and services, and customer-related policies
* Be an effective team member when working with staff and volunteers
* Demonstrate a positive and respectful attitude when interacting with employees, customers, donors, volunteers and the public
* Show initiative
* Regular and reliable job attendance
* Adhere to schedule
* Represent Habitat in a positive, professional manner always
* Maintain a presentable appearance, including ReStore appropriate attire
* Ability to adhere to Habitat’s Code of Conduct policies and other policies
* Dependable transportation to work
* Related tasks as requested by supervisor

**Job Requirements:**

* Must be 21 and over
* Must have a clean driving record
* Able to pass a drug test
* Have a valid driving license

**Physical Requirements:**

* Saturdays are required
* Must be able to safely maneuver large 24 ft box truck
* This position is very active and requires standing, walking, bending, and occasionally kneeling, stooping, crouching, crawling, and climbing, and employee must lift, and move heavy items.
* Ability to move and lift items over 50 pounds without assistance
* Ability to move and lift at least 75 lbs. with assistance
* Ability to work outdoors in all climates as this is a warehouse position
* Ability to move and stand for extended periods of time

**Level of authority:**

* Requires minimal supervision
* Reports to Warehouse Supervisor and Store Manager
* Must be a great decision maker

Habitat for Humanity MCTX is a drug-free workplace. A pre-employment drug screen and clean background check are required.

Applications can be filled out at 9407 Hwy 242 Conroe, TX 77385 or email your resume to Mysti@habitatmctx.org.