



**Habitat for Humanity of Frederick County  
Assistant Truck Driver**

Job Title: Assistant Truck Driver

Department: ReStore

Reports to: ReStore Manager

Status: Full-Time (30 hrs/week with Benefits), Non-Exempt

**Position Summary:**

Represent the Habitat brand through courteous interactions with donors and customers to support our mission and support ReStore operations. This position is primarily responsible for assisting and/or filling in for the Truck Driver on the Restore donation truck to scheduled pickup/delivery locations, meeting with donors, and loading/unloading donations while creating and maintaining an extraordinary donor, volunteer, and shopper experience in the ReStore.

**Essential Duties:**

- Occasionally operate Non-CDL Box Truck and/or standard pickup truck in a safe, lawful, and courteous manner, filling in when the Donations Ambassador is out on PTO or a second truck is needed.
- Assist in maintaining the cleanliness of trucks' interior and exterior in accordance with schedule and/or procedure.
- Assist in performance of regular maintenance checks to ensure readiness of truck and equipment at all times.
- Assist in performing daily truck safety checks to ensure truck is safe to be on the road.
- Regular communication with the Truck Driver and scheduler.
- Assist with and/or pickup furniture and other merchandise from donors and deliver to the ReStore.
- Deliver furniture and other merchandise to customers from the ReStore.
- Screen for product acceptance policy and usability.
- Daily loading and unloading of purchased and donated items (multiple times a day) in a safe and efficient manner.
- Work with ReStore managers and back room personnel to ensure all donations stay together and do not get separated.
- Act as an ambassador of the ReStore while interacting with donors, shoppers and volunteers.
- Ensure the cleanliness and safety of the store.
- Assist with donation screening and drop-offs.
- Maintain safety within the store and outside area and while using ReStore equipment.
- Provide excellent service to customers, volunteers and fellow employees and maintain compliance with the employee code of conduct.
- Assist with donation processing, recycling, organizing and merchandising when not assigned to the truck.

**Other Key Responsibilities:**

- Daily cleaning and straightening of the ReStore.
- Assist with pricing and product placement on the floor.
- Communicate the Habitat mission and current projects to customers.
- Assist with Habitat special events as needed.
- Comply with policies and procedures.
- Assist with volunteer oversight.
- Occasionally operate cash register to document sale of merchandise. Process cash, credit card and check transactions following established procedures for each type of sale.
- May occasionally answer telephone and provide ReStore information, directions, and other customer requested information.
- Other duties as assigned.



**Habitat for Humanity of Frederick County  
Assistant Truck Driver**

**Qualifications & Requirements:**

- Ability to drive 18 FT Non-CDL Box Truck and/or standard pick-up truck to various sites all throughout Frederick County. Will be inspecting furniture and other merchandise to ensure it meets our quality standards; picking up furniture and other merchandise, and then bringing it back to the Restore.
- Ability to stand for extended periods of time, to move and handle boxes of merchandise, furniture, and fixtures over varied terrain including stairs and through doorways. Lifting is required of product up to 50 lbs. on a regular basis; up to 100 lbs, assisted. This position will experience frequent bending, squatting, lifting and repetitive motion. This position is occasionally exposed to extreme heat, cold, wind, rain and other weather conditions.
- This individual must understand and appreciate the mission of HFHFC.
- Qualified candidates must possess strong problem-solving skills, the ability to work in a fast-paced team environment, and the ability to multi-task.
- This individual must be detail-oriented and able to work independently.
- Must be able to deal with all types of individuals and remain consistent in keeping a professional demeanor.
- Must be reliable and trustworthy.
- Ability to understand and communicate in English; other languages are a plus.
- Must be able to work varied hours/days, and must be able to work on Saturdays.
- Must be 21 or older, have a minimum of 1+ years of delivery type driving experience.
- Must pass Criminal and Sexual Offender Background Checks
- **Drivers must be eligible to be added to Habitat vehicle insurance – this requires at least 3 years of driving experience and a favorable driving record.**

Please send your resume or contact [michele.fry@frederickhabitat.org](mailto:michele.fry@frederickhabitat.org) to be scheduled for an in-person interview.