



Driver / Donor Services Associate

Primary Functions

- **Responsible for the efficient pickup of donated materials to the ReStore.**

Reports to: ReStore Assistant Manager

Required Tasks

- Assist with scheduling the pickup of donations with donors.
- Picking up donations in a timely manner.
- Determining the acceptability of donated product, based on ReStore Mississauga's guidelines.
- Responding to donor inquiries about Habitat for Humanity- Mississauga's and the ReStore's Mission.
- Logging all donated product and donor information.
- Assists ReStore staff with customers' inquiries and helps load heavy items.
- Help organize receiving area.
- Help organize recycling.
- Help organize garbage disposal.
- Cleaning & maintenance duties as required.

Hours:

- A minimum of 4 hours per week.

A criminal record check and driver's abstract are required for this position.

Qualifications

Mandatory:

- Excellent customer service skills.
- Minimum class G - valid license.
- Ability to lift a minimum of 50 lbs repetitively throughout the day.
- Excellent driving abilities, with experience driving up to a 24' cube van.
- Ability to work with a staff team and volunteers.

- Ability to manage and schedule volunteers.
- Clean driving abstract.

Preferred:

- 3 years previous related job experience
- Volunteer experience

Position Benefits:

- Use professional skills in a volunteer capacity
- Satisfaction of contributing to HFH Mississauga's mission
- Training development
- Letter of Reference