



Collections Driver – Full-time, 40 hours per week

Primary Team Leader: Acquisitions Manager

FLSA Classification: Non Exempt, Full Time, Benefits Eligible

Direct Reports: None

JOB SUMMARY: Make scheduled stops at donor locations, operating a motor vehicle and loading, securing, and unloading building materials and furniture. Ensure donors receive professional service.

RESPONSIBILITIES:

- Represents Habitat ReStore in a professional manner when dealing with donors, fellow staff members, and the general public.
- Communicate effectively with donors and coworkers to ensure the efficient operation of collections
- Plans daily route and coordinates as necessary.
- Responsibly operates various straight trucks; follows all applicable traffic and motor carrier laws.
- Conducts on site screening on all donated items, refusing unacceptable items and providing referrals where possible.
- Loads and secures from damage donated materials from around the Greater Kansas City area, honoring the schedule and arrangements made with donors; unloads those materials in coordination with the receiving supervisor.
- Completes and submits receipts and reports as directed.
- Performs preventative maintenance and upkeep on ReStore vehicles and equipment.
- Provides field supervision to any staff members assigned to the position.
- Serves as warehouse associate when all collections duties are fulfilled for the day, under the supervision of the receiving supervisor.

KNOWLEDGE, SKILLS, ABILITIES:

- Exercises good judgment and work ethic whether on site or in the field.
- Good customer relation skills.
- Ability to efficiently navigate the greater Kansas City area and plan an efficient route.
- Must have basic auto mechanic and basic computer skills.
- Familiarity with building materials a plus.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Valid Class E Missouri drivers' license (or Kansas equivalent) with a clean driving record, DOT medical certification, and ability to pass pre-employment physical.
- Two years professional driving experience, preferably on a box truck.
- High school graduate or equivalent at least 21 years old.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to perform a physically-demanding job on a daily basis, regularly lifting at least 70 lbs.