



Gateway Habitat for Humanity  
PO Box 6156  
Pocatello, ID 83205-6156

### **Part Time Position Available: DRIVER**

**Reports to:** ReStore Manager

**Employee Status:** Non exempt salary paid once per month.

**Salary:** \$800.00 per month for 20 hour work week.

The driver for the Gateway Habitat for Humanity ReStore is part of a small staff of paid and volunteer personnel. The main responsibilities for this position are to transport materials donated to the ReStore and to coordinate the pricing and placing of the materials on the floor for sale to the public.

All ReStore personnel must be willing to learn about the big picture of the Habitat for Humanity International ministry, understanding that the ReStore is one part of the larger ministry goal of providing affordable housing for people in need.

#### **Responsibilities:**

- Load and unload all donated materials.
- Operate forklift.
- Screen for product usability.
- Communicate and coordinate with ReStore Manager regarding incoming donations.
- Use established pricing schedule and office records to verify accuracy of pricing.
- Coordinate processing of materials and, in consultation with the ReStore manager, implement their placement on the ReStore floor for sale to the public.
- Occasionally supervise volunteers working in the ReStore.
- Drive vehicles owned by Gateway Habitat for Humanity for the purpose of picking up and transporting donated materials. Donations may be outside of the immediate Pocatello area.
- Maintain effective working relationship with ReStore staff, ReStore volunteers, Habitat homeowners, and ReStore customers.
- Operate the cash register to document sales of merchandise.
- Process cash, credit card, and check transactions following established ReStore procedures.
- Answer telephone and provide ReStore contact information and directions as requested.
- Daily cleaning and straightening of ReStore back staging area, keeping area neat and clean.

#### **Required Skills/Experience:**

- Must be a good listener and be able to engage in discussion with staff, customers, and volunteers.
- Must have good anticipatory abilities and take initiative as need arises.
- Must pass criminal background check and sexual offender check.
- Must be able to lift 50 pounds.
- Work is performed in a retail/warehouse environment.
- Must have current Driver's License. CDL is not required.

**To apply:** Applications are available at the ReStore, online at [gatewayhabitat.org](http://gatewayhabitat.org), or via email request from [restore@gatewayhabitat.org](mailto:restore@gatewayhabitat.org), or via email from [cathering@gmail.com](mailto:cathering@gmail.com). Completed applications may be dropped off in person at the ReStore in an envelope marked "Ben" or emailed to Ben at: [restore@gatewayhabitat.org](mailto:restore@gatewayhabitat.org).

