



POSITION DESCRIPTION

www.habitatmetrodenver.org

Position: Donation Pickup Truck Driver / Logistics Associate	Employment Status: Full-Time Tues-Sat 8:30am-5:00pm
Department: Logistics	FLSA Status: Non-Exempt
Reports to: Logistics Field Manager	Supervises: n/a

Jan 2024

Purpose Driven Team - No CDL Req - Work / Life Balance - Supportive Culture - Active & Autonomous Position

Who You Are:

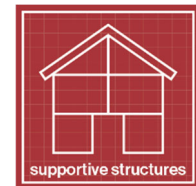
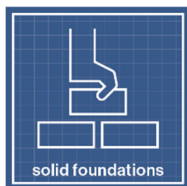
You're someone who people can rely on and you're always there when they need a helping hand. You're comfortable behind the wheel, know your way around town, and are courteous to other drivers. You're looking for a new position where you can make a difference in your life, your coworkers' day, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how calm, organized and efficient you are. You know in your heart it's time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Our organization also works with existing low-income homeowners in more than 2,500 households. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is one of the top ten producers in the Habitat U.S. network nationwide.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



- **Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

- **Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.
- **Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.
- **Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.
- **Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

The Logistics Associate performs general driving and Labor related duties as assigned, primarily the pickup of donated items at donor's homes and commercial locations. This is a full-time position with full medical, dental and retirement benefits.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

- Become a Habitat for Humanity ambassador to our donors and demonstrate energy and passion for Habitat's mission and Cultural Blueprint's values in all aspects of the position.
- Responsible for the pickup of various delicate and large donated items that are sold in the Habitat Metro Denver ReStores.
- Load and unload ReStore box trucks utilizing spatial visualization and maximizing efficiency.
- Safely navigate box trucks of 26' across Denver Metro Area in urban, suburban and rural areas.
- Receive, count, and store items and record data, manually and/or using computer.
- Pack, unpack, and mark items using identification tag, stamp, electric marking tool, or other labeling equipment.
- Inspect and maintain ReStore vehicles.
- Perform day-to-day administrative tasks such as maintaining information files, processing paperwork and logging pickups in donor tracking system.

KNOWLEDGE, SKILLS, & ABILITIES:

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Demonstrated familiarity with the Denver Metro area and suburbs.
- Independent worker.
- Working knowledge of general truck maintenance.
- The ability to read and understand information and ideas presented in writing.
- Excellent communication skills to assign tasks or to convey information to donors, volunteers, and staff.
- Bilingual (English / Spanish) is a plus.

EXPERIENCE:

- Prior experience driving a box truck preferred (No CDL license requirements).

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to adequately traverse a retail store.
- Climbing, jumping, lifting, carrying (minimum 100+ lbs. multiple times per day).
- Maneuvering, navigating, and driving large box trucks up to 26'.
- Proof of COVID-19 vaccination is currently not required for employment.

WORK ENVIRONMENT & CONDITIONS:

- Ability to drive vehicles to pick up materials, supplies, and donated goods.
- Able to navigate throughout the Denver Metro area and suburbs.
- A valid driver's license and ability to be insured under the company's insurance policy is a prerequisite. A Motor Vehicle Report (MVR) will be run for insurance purposes.

Starting hourly rate for this position is \$20.00 - \$22.00 with consideration given for applicable experience above the minimum qualifications.

Benefits include medical, dental and vision insurance options; 401k with employer match; Paid time off for vacation, sick, holidays, floating holidays; and parental leave; short and long-term disability; Healthy Families and Workplaces Act (HFWA) Leave; Paid Parental Leave (PFML); and paid time to volunteer.

Please send resume or work history and statement of interest to HRRecruiting@habitatmetrodenver.org for consideration.



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.