Habitat for Humanity® of Washington, D.C. & Northern Virginia

We build **strength, stability, self-reliance,** ***and*** **shelter**.

JOB POSTING

Position Title: ReStore Warehouse Associate/Driver - Chantilly

Employment Type: Full-time, Non-exempt, 40 hours per week

Schedule: Monday – Friday, 9am – 5pm (some Saturdays may be required)

Compensation: $18.00 - $22.00 per hour

Reports to: ReStore Manager - Chantilly

POSITION SUMMARY:

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a reliable and customer service–oriented individual to join our team as ReStore Warehouse Associate/Driver. Based at our ReStore, this position is responsible for picking up donated materials from homeowners and businesses, safely transporting them in a Habitat ReStore truck, and unloading the items at the store. This role supports the daily function of the ReStore by providing excellent donor service, supporting warehouse operations, and maintaining a safe, clean, and organized work environment.

Ideal candidates will have experience driving box trucks up to 26 feet, strong customer service skills, and the ability to safely lift and move large items. This is a fast-paced position requiring heavy physical activity, collaboration with staff and volunteers, and direct interaction with donors and customers

COMPENSATION AND BENEFITS:

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The salary range for this position is $18-22/hour, commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

ABOUT HABITAT DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and

moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at habitatdcnova.org.

DUTIES AND RESPONSIBILITIES:

- Provide excellent donor and customer service
- Safely drive Habitat vehicles to pick up and deliver donated goods
- Load, secure, transport, and unload all donated materials
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners,
- and ReStore customers
- Partner with the Donations Manager to complete scheduled pickups
- Oversee volunteers as needed, ensuring a positive experience
- Process cash, credit card, and check transactions accurately and securely
- Support daily store cleaning, organization, merchandising, and displays
- Answer telephone inquiries and provide ReStore information and directions
- Assist with general warehouse and store operations as needed
- Other duties as assigned

QUALIFICATIONS:

- Experience driving box trucks up to 26 feet required
- Clean driving record for the past five years (required for insurance eligibility)
- Ability to pass DOT Certification (drug and alcohol testing required)
- Must provide copy of driving record if selected for interview
- Minimum 2 years retail sales experience preferred
- Ability to operate a cash register, office equipment, and make accurate change
- Customer service and communication skills, in-person and by phone
- High school diploma or equivalent
- 18 years of age or older (required for insurance eligibility)

- Must pass Criminal Background Check and Sexual Offender Check
- Ability to stand and move throughout the day, climb ladders, bend, kneel, reach, and lift heavy
- items
- Must be able to safely lift and position up to 100 pounds
- Familiarity with and commitment to Habitat's mission and values
- Weekend availability required

DRIVER GUIDELINES REQUIRED BY INSURANCE CARRIER:

- Be at least 18 years old
- Have a valid driver's license
- Have at least 5 years of experience driving any specialized vehicle
- Have no major violations in the last 5 years
- Have 2 or fewer minor violations in the last 5 years

TO APPLY:

Please submit a resume and cover letter with your desired salary to John Cuevas at hr@habitatdcnova.org. Include **"ReStore Warehouse Associate/Driver - Chantilly"** in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.