



JOIN OUR TEAM!

Are you looking for an organization where you can use your customer service skills to serve the community you live in and help others? We have the perfect position for you! Greater Des Moines Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope.

As a **ReStore Donation Ambassador / Assistant Driver**, you'll build great relationships with donors in the community through the pick-up of donations. The ReStore Donation Ambassador is responsible for accurately and promptly assisting in all aspects of donation pick-ups including; inspection and rejection of item/s, loading and unloading, donation receipting and scheduling. Must follow all safety precautions, proper procedures and use common sense in the loading, securing and delivery of donated goods.

This is how you'll spend your days:

- Create excellent donor experiences with professional and courteous behavior
- Contact donor to verify times and locations
- Assist in the pick up of donations and inventory as assigned
- Inspect donations carefully and enforce requirements tactfully
- Load / unload donations and sold merchandise
- Keep appropriate records / Input data into database
- Keep truck and equipment in clean working order
- Assist in making deliveries as assigned
- Transfer items between stores
- Help clean, sort, and stock incoming inventory
- Assist in preparing merchandise for display
- Work with volunteers and/or temporary workers assigned to assist in large item pickups

Requirements:

- High school diploma required
- Ability to lift up to 75 pounds
- Valid Driving License with clean record – CDL is a plus!
- All applicants need to pass criminal background check
- Knowledge of building materials required
- Familiarity with Des Moines area a plus!
- Willingness to work with diverse staff and customer base
- Excellent organizational, communication and time management skills
- Committed to GDMHFH mission and environmental stewardship
- Demonstrates the ability to use commonly-used concepts, practices and procedures within the field.
- Convey clear, concise information to others, using verbal or other appropriate communication techniques.

- Complete formal training plan and assignments as required.
- Treat others in a nondiscriminatory, lawful and ethical manner, respecting the differences among people, and the value they bring to GDMHFH.
- Follow safe practices in all work activities to avoid injuries and accidents.

As an employee of Greater Des Moines Habitat for Humanity, you'll enjoy the following benefits:

- Opportunity to contribute to the mission of Greater Des Moines Habitat for Humanity by building homes, communities and hope.
- Company-sponsored group medical, dental and vision insurance
- Simple IRA company match
- Paid time off and Paid holiday's
- Company-sponsored training and professional development

To apply for this position, email a cover letter, resume and completed application to careers@gdmhabitat.org.