



## JOB DESCRIPTION

<b>Position:</b> Logistics Associate	<b>Employment Status:</b> Full-Time
<b>Department:</b> ReStore	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Logistics Field Manager	<b>Supervises:</b> n/a

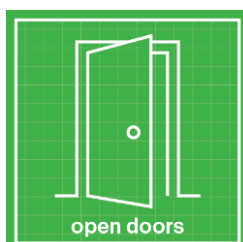
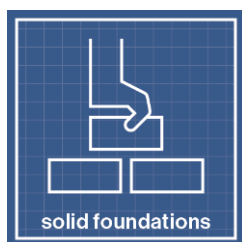
### **The Organization:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing 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. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has served more than 2,500 households and is the 8<sup>th</sup> largest producer in the Habitat U.S. network.

As an advocate for policies that create and preserve affordable housing, build wealth through homeownership, and stabilize communities experiencing involuntary displacement, Habitat Metro Denver engages the community to be a catalytic force at federal, state and local levels.

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 driver duties as assigned, primarily the pickup and delivery 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:**

- Responsible for pickup of various donated items that are sold in the Habitat Metro Denver ReStores
- Loads and unloads ReStore box trucks
- Drives box trucks of 16' and 26' across Denver Metro Area in urban, suburban and rural areas
- Receives, counts, and stores items and records data, manually and/or using computer
- Packs, unpacks, and marks items using identification tag, stamp, electric marking tool, or other labeling equipment
- Inspects and maintains ReStore vehicles
- Performing day-to-day administrative tasks such as maintaining information files, processing paperwork and logging pickups in donor tracking system

**KNOWLEDGE, SKILLS, & ABILITIES:**

- 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

**EDUCATION & 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 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
- Valid driver's license and ability to be insured under the company's insurance policy is required

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

**Benefits** available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please send resume or work history and statement of interest to [HRRecruiting@habitatmetrodenver.org](mailto: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.*