

## JOB DESCRIPTION

<b>Position:</b> Logistics Associate	<b>Department:</b> ReStores/ReStore Support
<b>Reports To:</b> Logistics Field Manager	<b>Employment/FLSA Status:</b> Full-Time, Non-Exempt
<b>Base Rate:</b> Starting at \$16/hour, Commensurate based on applicable experience	<b>Available to Benefits Eligible Positions :</b> Health Insurance, PTO – Vacation, Sick, & Holidays, 401k match, and more

Interested applicants should submit resume and cover letter to [HRRecruiting@habitatmetrodenver.org](mailto:HRRecruiting@habitatmetrodenver.org).

**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.

### 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:

- High School education
- 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’

### WORK ENVIRONMENT AND CONDITIONS:

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



*Habitat for Humanity of Metro Denver is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*