



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



Mission:

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Vision:

A world where everyone has a decent place to live.

Role:

Truck Driver / Customer Service Representative * Full-Time

Date: June 2025

Overview

Habitat for Humanity of Clallam County is seeking a dependable Truck Driver and Customer Service Representative, who will be responsible for picking up donations of furniture, appliances, and other items in Port Angeles and Sequim, along with a variety of duties, including point of sale, in the store.

Key Responsibilities Include:

Truck Driver

- *Lifting and moving heavy objects/furniture—minimum of 75 lbs. or more with assistance*
- Scheduling/confirming pickups
- Understanding and use of ThriftCart Pick-up software
- Back-up driving when needed and loading the truck for pickups
- Making go/no-go decisions on acceptability of donations at point of pickup/receipt
- Asking for monetary donations
- Provide receipts for all donated goods
- Unloading truck following pickups
- Weekly inspection and maintenance check on truck and truck equipment
- Clean interior and exterior of truck as needed
- Adherence to all safety regulations at the store
- Minor repairs (within capability) e.g., replenishing fluids, replacing lights, securing interior “tie-downs”, etc
- Adherence to all driving/traffic rules and regulations
- Assist in keeping the warehouse clean and organized
- Assist in cleaning, testing, and processing donations

Customer Service Representative

- Develop sufficient knowledge of merchandise and store procedures to serve as Representative On Duty (primary “go to” person for volunteers and customers)
- Resolve customer or service problems
- Assist with overall safety, organization, and cleanliness of warehouse, store, and truck.
- Assist with product testing, repair, and cleaning.



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- Assist with marketing, sales, and social media promotions.
- Clean, process, and price inventory.
- Participation in various community fundraising events.
- Keep an eye out for potential safety hazards and eliminate them or bring them to the attention of someone who can.

Requirements:

- Must be "team-oriented, committed to customer service, and have strong people skills. Should have the ability to be "customer friendly", yet firm.
- Good communication skills (written and verbal), phone presence, and positive professional demeanor required.
- Needs to be organized and able to work with others to effectively position ever-changing inventory in the existing space.
- Must be able to lift and move heavy objects/furniture—minimum of 75 lbs. or more with assistance.
- Familiarity with e-mail, Microsoft Excel, and Word are desirable.
- Must be able to clearly and passionately articulate the mission of Habitat for Humanity and the Store.

Compensation & Benefits

- Salary: Wage Range \$18.00-\$22.00, DOE
- 75% of Health Care Premiums, after 60 days. (Employee pays 25% via payroll deduction).
- 100% of Dental and Vision Premiums, after 60 days
- Paid time off and 14 paid holidays. PTO (sick and vacation) accrued monthly and available after 90 days as per Employee Handbook (issued January 2023)
- Vacation and sick-time will be accrued at a full-time rate.
- The opportunity to make a meaningful impact in your community.

Hours/Location:

- 38-40 hours per week, with occasional work events outside of the normal business schedule
- Tuesday-Friday, 9:00 am-5:30pm & Saturdays 9:30–5:00pm with a 30-minute lunch
- Position is out of our Port Angeles Store: 728 E. Front Street, Port Angeles, WA

Reports to: Store Director

APPLICATION PROCESS (NO CALLS OR WALK-INS PLEASE):

Please send a cover letter and resume to: <mailto:storedirector.com>

If you are selected for an interview, a Habitat Clallam representative will contact you.

Must be able to pass a background check, driver's abstract, and potentially a drug test and credit check. Must also be willing to understand and follow all safety protocols and procedures.

CORE VALUES

BUILD A BETTER FUTURE

We seek to build strength, stability, and self-reliance in everything we do.

MAKING COMMUNITY

We ensure there is a place for everyone who makes our community whole.

SHOWING CARE

Our community's strength comes from our ability to show care to each other.

HANDS-ON

We are not afraid to dig in, get dirty, and lift others up.

About Habitat for Humanity of Clallam County

At Habitat Clallam, we don't just build houses—we're transforming lives and communities through innovative, forward-looking programs. We're expanding our impact in exciting ways, including partnering with local Native American tribes to develop culturally informed housing, pioneering high-performance green building systems that reduce environmental impact, and providing critical repairs to help families remain safe and secure in their homes at no cost. Our thriving Habitat Stores also keep usable materials and appliances out of landfills, redirecting them to support our core mission of creating affordable housing solutions.

By joining our team, you become part of a dynamic affiliate dedicated to sustainability, collaboration, and social equity. We're committed to pushing boundaries, exploring fresh ideas, and forging new partnerships that empower more families to achieve the stability of homeownership. If you're passionate about making a tangible difference in our community while working within a supportive, mission-driven environment, Habitat Clallam County is the place for you.

Thank You!

Habitat for Humanity of Clallam County is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability, or other protected status.

Employment with Habitat for Humanity is voluntary and is subject to termination by you or Habitat for Humanity, "At Will", with or without cause, and with or without notice, at any time.