



Mover

Pick-Up Program

Location: 15 Pamaron Way, Novato CA

Compensation: \$25/hour

Hours: 20 hours/week

About Us

Make It Home Bay Area is a nonprofit furniture bank dedicated to transforming lives by providing gently used furnishings to individuals and families transitioning out of crisis. We are committed to exceptional service, sustainability, and creating meaningful community impact.

As we expand our operations, this role plays a critical part in safely collecting donated furniture from community members and supporting daily warehouse and logistics operations, when needed. We are seeking a reliable, safety-focused, and team-oriented individual to join our growing team.

Job Description

The Mover supports Make It Home Bay Area primarily through furniture donation pickups from private residences, with additional support provided for warehouse operations and furniture move-ins as needed. This position represents MIH directly in the community and requires a high level of professionalism, physical readiness, situational awareness, and strict adherence to safety protocols, particularly when entering and removing furniture from donors' homes.

This is a part-time role with guaranteed 20 hours per week. Work hours may vary based on donation pickup schedules and operational needs and may include early mornings, evenings, or occasional weekends. This is not a fixed-schedule position, and flexibility is required.

Key Responsibilities

Furniture Donation Pickups (Primary Responsibility)

- Safely remove and load donated furniture from private homes, apartments, and businesses

- Follow all MIH donor-home safety protocols when entering, working within, and exiting private residences
- Conduct pre-move safety assessments to identify hazards such as stairs, tight spaces, fragile items, pets, uneven flooring, or poor lighting
- Use proper lifting techniques, furniture dollies, straps, pads, and protective equipment to prevent injury and property damage
- Protect donor property at all times, including walls, floors, door frames, and personal belongings
- Follow donor-specific requests (e.g., booties, added floor protection, careful navigation)
- Assist with or serve as a driver for donation pickups as assigned, operating vehicles (box truck & cargo van) responsibly and in accordance with safety protocols.
- Communicate clearly, respectfully, and professionally with donors
- Immediately report any safety issues, incidents, or near-misses to supervisors
- Maintain a clean, professional appearance while representing MIH in donors' homes

Warehouse Operations & Moving Support (as needed)

- Assist with unloading, staging, and organizing donated furniture at the warehouse
- Support furniture setups for home installations
- Assist movers with loading/unloading trucks for pickups and deliveries
- Ensure essential inventory is stocked and organized
- Support volunteer shifts by assisting volunteers with moving, staging, and furniture prep
- Track specified inventory as directed and report on item condition
- Maintain a clean, safe, and organized warehouse environment
- Assist with warehouse cleaning, trash, and recycling removal at the end of each day

Safety & Professional Conduct Expectations

- Follow all Make It Home Bay Area safety policies and procedures at all times
- Use proper lifting techniques, team lifting, PPE, and moving equipment to prevent injury or damage
- Conduct safety assessments before and during furniture moves; pause, modify, or decline tasks if conditions are unsafe
- Take extreme care when working inside donor homes, including protecting floors, walls, doorways, and personal belongings
- Follow all donor-specific requests and respect personal boundaries within private homes
- Maintain a professional appearance and respectful communication with donors, volunteers, and coworkers at all times, and adhere to MIH uniform standards during every shift.
- Represent Make It Home Bay Area with honesty, care, and professionalism in all settings
- Avoid personal cell phone use during work hours except for work-related needs
- Accurately track hours worked using the Gusto app
- Maintain a drug- and alcohol-free workplace at all times, including while operating company vehicles
- Communicate proactively regarding schedule changes, time off, or safety concerns

Qualifications

- High school diploma or equivalent.
- Prior experience in moving, warehousing, or delivery is preferred but not required.
- Ability to lift and move heavy items (up to 75 lbs) safely and repeatedly throughout the day.
- Reliable, punctual, and able to follow detailed instructions.
- Strong communication skills and a respectful, professional demeanor.
- A valid driver's license and a clean driving record.
- Comfortable using GPS and mobile communication tools.
- Flexible availability, including occasional evenings or weekends.

What We Offer

- Competitive pay: \$25/hour, guaranteed 20 hours per week
- Opportunities for performance-based bonuses.
- Paid training and ongoing development.
- The chance to make a real difference in the lives of Bay Area families.

How to Apply

Please email your resume to jobs@makeithomebayarea.org.

Equal Opportunity Employer

Make It Home Bay Area celebrates diversity and welcomes qualified applicants regardless of race, color, religion, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic. We are committed to creating an inclusive workplace for all.