



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

## ReStore Warehouse Associate

Reports to: ReStore Supervisor

Job Description Summary: Responsibilities consist of, but are not limited to: customer service, organizing, cleaning, pricing, maintaining warehouse in an orderly manner, making minor repairs to donated items as needed and assisting with customer pick-ups.

Work schedule: 24-30 hours/week

Starting pay: \$12.00 Hour

Responsibilities:

- Be a team player.
- Understand Habitat's Mission Principles.
- Assist customers in finding products, answering questions and loading and unloading items from vehicles.
- Daily cleaning and straightening of ReStore.
- Screen for product usability when donors call or bring in donations.
- Perform minor repairs on items where appropriate.
- Work alongside Habitat's volunteers.
- Process cash, credit card, and check transactions following established procedures.
- Answer telephone and provide ReStore information and directions making sure to meet caller's needs.
- Maintain safety and security of the warehouse.
- Price merchandise according to ReStore Policy.
- Store items in warehouse in a neat and orderly fashion in order to utilize warehouse space and optimize sales.
- Follow ReStore policies and procedures in the warehouse and outside yard.
- Maintain outdoor display areas and parking lot in clean, orderly condition.
- Accompany or conduct scheduled donation pick-ups.

Required Skills/Experience

- Must be willing to understand and implement the overall mission of Habitat for Humanity.
- Team player
- Customer Service
- Must pass Live Scan
- Self-motivated, reliable and enthusiastic. Enjoy working with people with diverse backgrounds.
- Committed to a safe, secure work environment.
- Ability to ensure volunteers as well as customers have an excellent experience.
- Ability to lift 50 pounds.
- Ability to handle and defuse challenging situations with tact.
- Construction/Warehouse Experience

Please submit your resume to [Inquiry@HabitatTuolumne.org](mailto:Inquiry@HabitatTuolumne.org).

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