

Genesee County Habitat for Humanity ReStore Associate

Reports to: ReStore Director

Job Description: Responsible for assisting the ReStore Director in seeing that all items are priced and organized; assist in pickups and acceptance of donations; assist customers in movement of merchandise for inspection and/or purchase; ability to handle the cash register system; ability to drive the ReStore vehicle to pick up merchandise and able to communicate with customers; organization and oversight with Community Partners; responsible for Habitat recycling efforts and partnerships.

Job Duties:

1. Assist in offloading and arrival of donations. Assure that all donations received at the dock go directly to receiving area out of customer access.
2. Check all receipts for donations that are being loaded or dropped off.
3. Keeping overhead door closed at all times, unless an item is being donated or picked up. Preventing customers from parking in the non-parking area.
4. Work in collaboration with community service volunteers in completion of work assignments.
5. Assist in maintaining a safe work environment.
6. Other duties as assigned by management.

Critical Performance Outcomes:

- Timely movement of donations off trucks and from receiving area to the sales floor for customer purchase.
- Productive use of volunteers.
- Maintaining a safe and orderly environment for customers, staff, & volunteers.
- Maintain partnerships with community agencies in regard to recycling efforts.
- A portion of your time will be designated toward our recycling efforts.
- Maintaining organization, cleanliness, and product distribution of ReStore bays.

Ideal Candidate Will Possess:

- High School Diploma
- 6 months experience in a retail/warehouse setting
- Excellent organizational and customer service skills
- Clean driving record and valid drivers license
- Basic math and computer skills
- Follows direction well and team oriented
- Ability to lift 50 pounds by yourself daily

Please send resume and cover letter to mkato@geneseehabitat.org by October 15, 2016