

Habitat for Humanity of Northwest Indiana

ReStore Associate Job Description

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

Requirements:

- Commitment to Habitat for Humanity's mission and vision (**Vision:** A world where everyone has a decent place to live)
- Be able to pass and maintain a DOT Regulated Medical Physical
- Ability to drive a Penske rental truck to pick up donations
- Valid driver's license, good driving record, obey traffic laws
- Never use a cell phone while driving
- Always wear a seat belt
- Ensure donations are cleaned and priced before they go to the sales floor
- Ability to communicate effectively with customers, donors and staff from a diverse variety of backgrounds
- Be courteous to people from all walks of life
- Thank all donors
- Ability to lift and carry up to 75 pounds and team lift loads over 100 pounds.
- Dependable, motivated and good problem-solving skills
- Excellent customer service skills, friendly and outgoing personality
- Ability to load truck for most efficiency and protection of donated items
- Truck driver as needed, work receiving and on the sales floor assisting customers with purchases and donations

Responsibilities:

- Maintain regular and punctual attendance
- Ask each customer if they would like a donation receipt
- Maintain a safe, clean, organized backroom and outside yard
- Supervise and work with volunteers and staff
- Be polite and respectful to all volunteers, employees and customers
- Other duties as assigned by the ReStore Manager(s)

Staff Member Signature: _____ Date: _____

12/2018