

ReStore Staff

Warehouse Assistant

Reports to: Store Manager

Summary Description: Store assistant responsible for providing excellent customer service and maintaining the warehouse & sales floor. Starting pay: \$8 - \$10 an hour.

General duties include, but are not limited to:

- Coordinate the flow of incoming materials from the back of the house to the store floor.
- Evaluate incoming materials
- Stock , organize & clean materials in proper location
- Assist customers in finding materials and answering general questions
- Assist customers in loading materials
- Supervise volunteers
- Enforce store policies and procedures
- Follow the instructions of the Store Manager
- Stock supplies for the store
- Maintain orderly work space

Requirements:

- “Clean” criminal background check
- Ability to lift a minimum of 50-90 lbs repetitively
- Ability to work independently and follow instructions
- HS diploma preferred
- Team player with a great attitude, and interested in helping others and their community

***Dress Code**

- Shirts and Pants must be clean and appropriately represent Habitat for Humanity
- In warm months, staff should wear ReStore T-shirts
- Steel-toe shoes or boots are recommended

Please mail or e-mail your resume and cover letter to natalie.vestal@habitatwake.org

No phone calls.

C/O Natalie Vestal 2420 Raleigh Blvd. Raleigh, NC 27604

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