

## **Part Time ReStore Warehouse Associate Job Description**

Department: ReStore

Location: 2420 N. Raleigh Blvd., Raleigh NC

Supervisor: ReStore Assistant Manager

### **SUMMARY:**

Under the general supervision of the ReStore Warehouse ASM, the Warehouse Associate will assist with day to day operations of the warehouse area by receiving and processing donations. The Associate will be expected to leverage available volunteers to accomplish daily tasks in an efficient manner. In addition, the Associate will be responsible for store projects that will be assigned to her/him as needed within the store and must provide excellent customer service to donors in the back, customers on the sales floor, and to regular volunteers.

### **ESSENTIAL FUNCTIONS:**

- Assist donors and vendors unload products for the store into proper storage areas in a methodical manner
- Assist in the receiving space by ensuring timely processing of materials and ensuring that we have adequate space available to absorb donations throughout the day
- Evaluate condition/price of incoming merchandise, including furniture, cabinets, and lawn equipment
- Coordinate the flow of donated materials to the store sales floor
- Maintain proper merchandise placement throughout the store
- Assist customers with purchasing merchandise
- Assist customers with loading out purchases
- To learn about Habitat for Humanity and the ReStore, and be able to communicate our mission and purpose to volunteers and customers.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- A strong belief in the organization's mission, goals and accomplishments
- Ability to communicate clearly and concisely both internally and externally
- Excellent customer service etiquette and attitude
- Energized in an atmosphere that fosters sharing new ideas and initiatives
- Ability to have grace and humor under pressure
- Strong organizational skills will be required.
- Ability to independently prioritize tasks in a fast-paced and dynamic environment is essential.
- Ability to manage volunteers and keep them engaged with those tasks.

### **GUIDELINES:**

Employee will be guided by Habitat's mission principles and Habitat Wake's strategic plan and departmental goals.

## **COMPLEXITY:**

Responsibilities involve a variety of interrelated tasks. Procedures vary based upon management requirements. The RWA will need to be able to work with different staff members (volunteers, CS members, visitors, etc...) within the ReStore organization to fulfill varying roles.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to be on their feet for long periods of time (8 hr. days, 5 days/week). The employee frequently is required to stand, walk, bend, stoop, kneel, and carry, as well as pulling and reaching to obtain stock and/or acquire merchandise for sale. Position requires the ability to frequently lift products/supplies, up to 50 lbs.

## **WORK ENVIRONMENT:**

This job operates primarily in a retail/warehouse environment and can require operating equipment such as a forklift, power tools, hand tools, ladders, price guns, pallet jacks and other material handling equipment. Occasionally works in outside conditions that can include heat, humidity, and high noise levels.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- No degree is required, but experience working in customer service, retail, reuse and/or trades is preferred
- Excellent communication skills with a strong passion for the organization's mission;
- Regular attendance is required;
- Available to work weekends and evenings; and
- Forklift experience is preferred

## **NOTE:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

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

**Together, We Build.**

**[www.HabitatWake.org](http://www.HabitatWake.org)**