

JOB TITLE: RESTORE RECEIVING SPECIALIST

POSITION VISION AND SUMMARY:

The **ReStore Receiving Specialist** is responsible for ensuring a timely, convenient, and courteous donation experience and for making sure merchandise is clean, priced, and ready for the sales floor and that volunteers are equipped to maximize productivity. Reporting to the ReStore Manager, the ReStore Receiving Specialist is a part-time, hourly, non-exempt position.

DUTIES & RESPONSIBILITIES

Promote a positive, team-oriented environment in which all staff, donors, and volunteers are respected and valued by:

- Reinforcing the Habitat for Humanity of Monroe County's mission throughout the donation process, treating all donors with the utmost respect and gratitude
- Training volunteers in the warehouse area; ensuring a pleasant and fulfilling volunteer experience

Ensures the timely processing and pricing of all donated items by:

- Training staff and volunteers on best practices
- Maintaining a highly organized and safe warehouse

Creates an optimally-run warehouse and showroom by:

- Training or occasionally assisting with the safe unloading/loading of merchandise
- Maintaining a safe and shoppable showroom by delegating organizational duties to intake volunteers
- Operating forklift, truck, and other equipment as needed
- Keeping aesthetic appeal in mind while moving merchandise onto showroom
- Assisting with other duties as needed, including management of cash drawers at end of day, cleaning duties, and occasional operation of truck and other equipment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong customer service skills
- Ability to identify and efficiently delegate tasks in a fast-paced, rapidly-changing environment
- Ability to operate equipment such as vehicles, forklifts, pallet jacks, cash registers, calculators and computers
- High level of organization with the ability to maintain accurate and timely records
- Ability to communicate confidently with customers, donors, employees, volunteers, and others in HFHMC
- Ability to adapt to a rapidly-changing environment and manage shifting priorities
- Basic computer skills, including word processing, spreadsheets, internet, and email
- Possess a valid unrestricted Indiana driver's license
- ReStore is a physically demanding environment, our candidate must be in good general health and able to bend, stoop, reach, climb a ladder and frequently lift 70 pounds or more (repeatedly). Walking and/or standing throughout shift required.

MINIMUM REQUIREMENTS:

- Experience: Some experience in a customer service environment desired but will train the right person.

ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY

Habitat for Humanity of Monroe County is a nonprofit housing organization dedicated to building simple, decent, affordable homes in partnership with those in need in Monroe County. More than 20 percent of Monroe County residents live in poverty, the highest percentage in Indiana. Since 1988, Habitat in Monroe County has been able to house 775 people, including over 440 children. For more information, visit www.monroecountyhabitat.org.

OUR ORGANIZATIONAL MISSION AND VISION

Our mission is to eliminate poverty housing by building decent, affordable homes in partnership with qualifying families. Our vision at Habitat has always been the same—***a world where everyone has a decent place to live.***

Mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.